Banner Finance -Procurement

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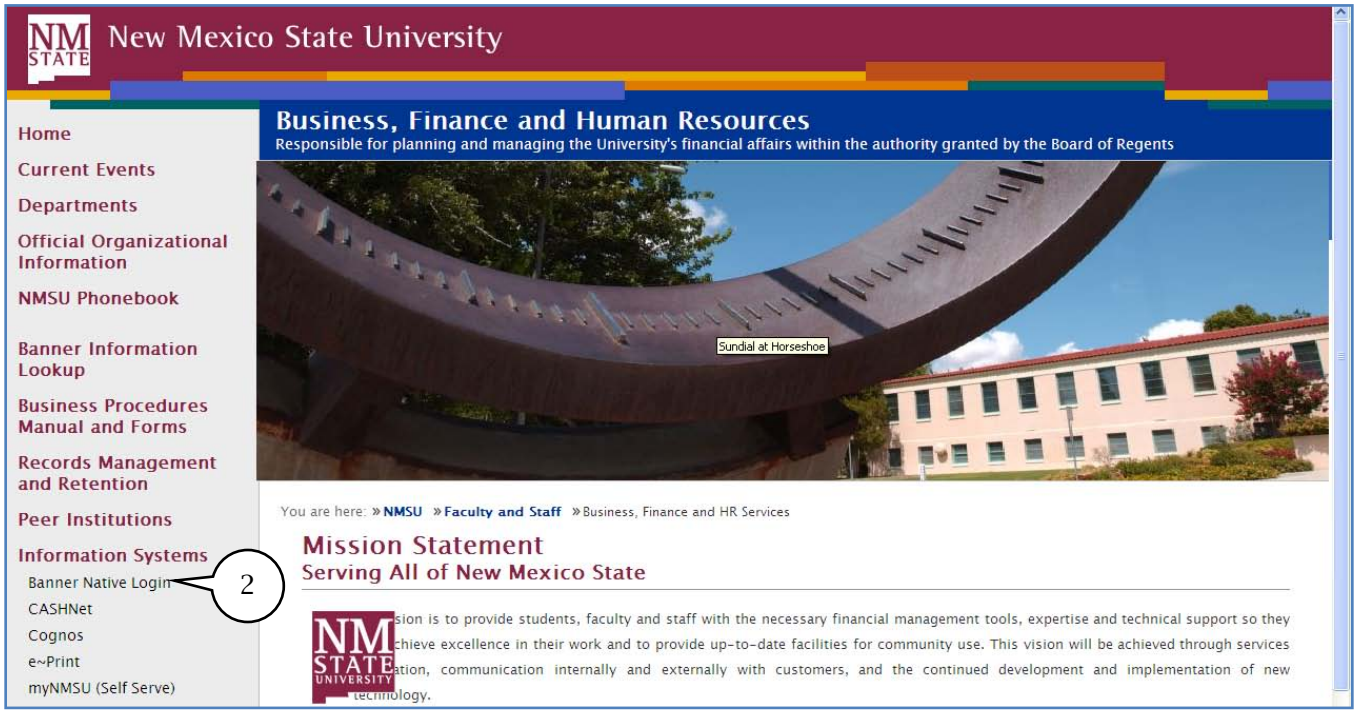
Logging on to Banner

Banner supports authenticated user access, meaning that the system verifies your credentials and you are given access to the system based on your assigned security. To use Banner as an authenticated user, you must successfully log on by providing your credentials: NMSU Username, and Banner Password.

Banner can be accessed from any Internet browser such as Internet Explorer, Netscape, or Mozilla Firefox.

1. Type **http://www.nmsu.edu/~boffice/** in the address bar of your web browser and press Enter.

The Business, Finance and Human Resource Services page will appear.

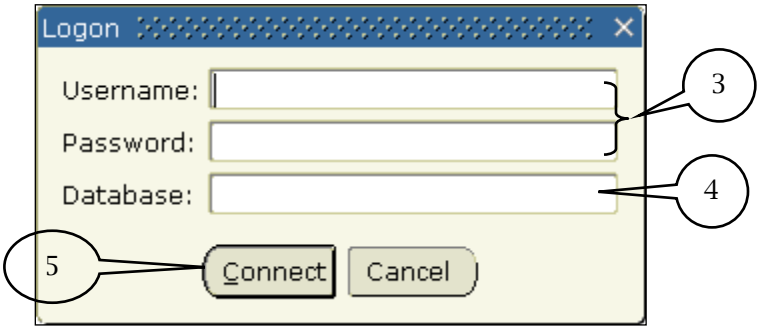


www.nmsu.edu/~boffice

2. Click on the **Banner Native Login** link.

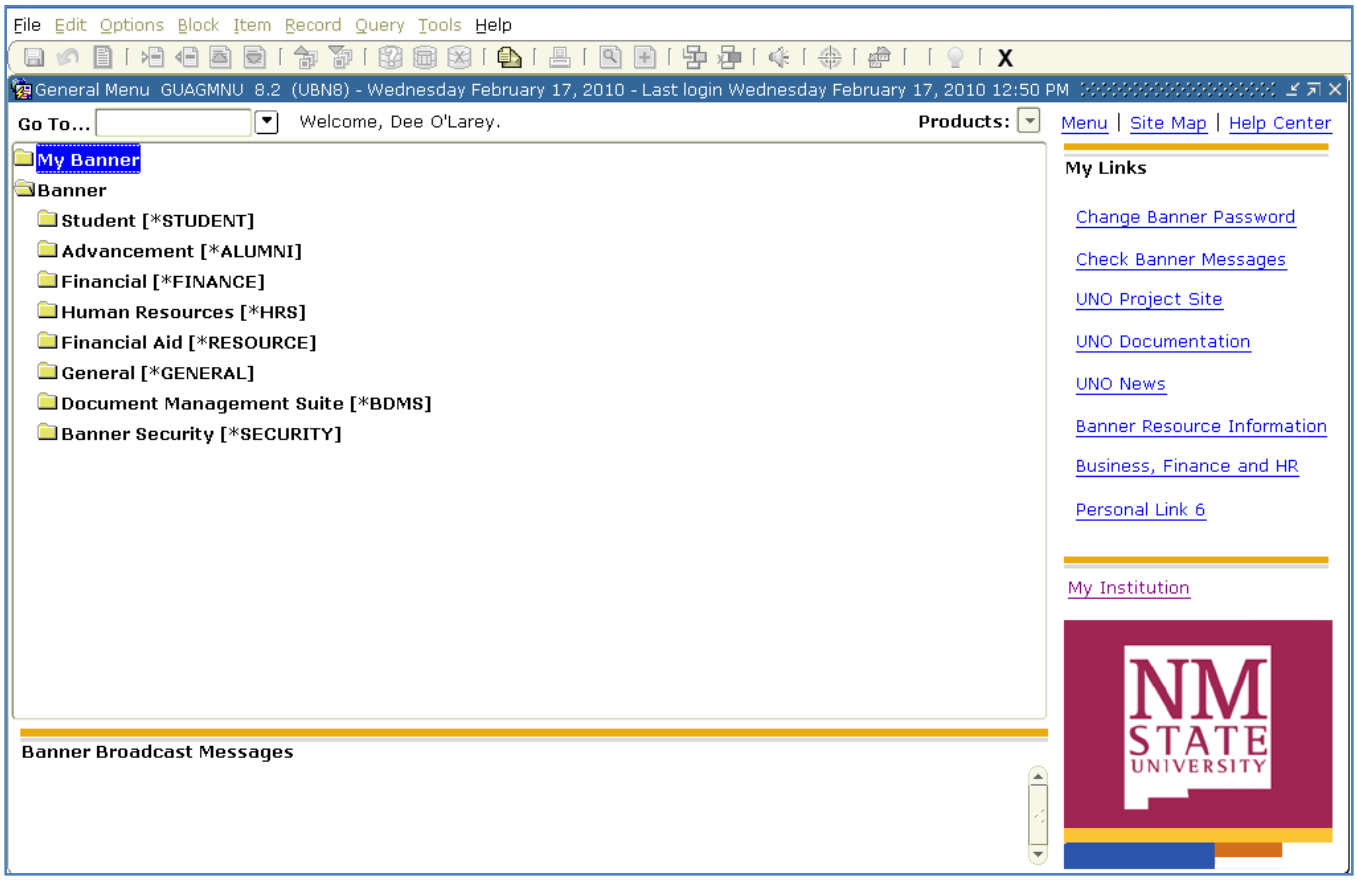
You can create a bookmark in your browser for quick access to Banner.

The **Logon** screen will be displayed.



3. Enter **Username** and **Password**.
4. **Database** field remains blank.
5. Click on the **Connect** button.

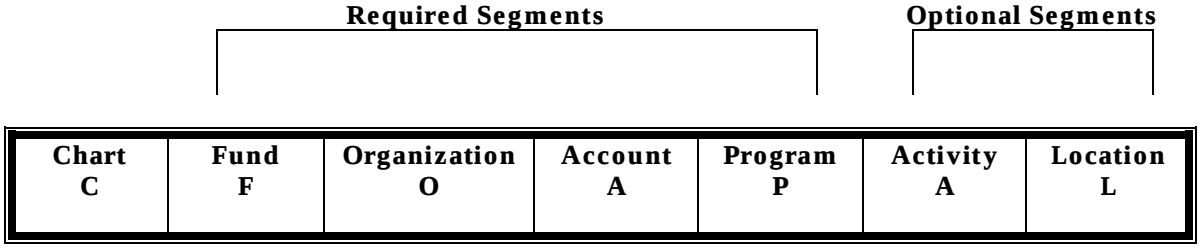
The **General Menu** form, **GUAGMNU**, will be displayed.



FOAPAL Chart of Accounts Structure

What is FOAPAL?

FOAPAL is the acronym for the account number within the Banner system. Each letter represents a piece of the account number: Fund, Organization, Account, Program, Activity, and Location.



There are 36 possible characters in the FOAPAL. FOAPAL is the key to entering financial transactions.

Required Segments

Chart refers to the chart of accounts. NMSU will have two charts of accounts, **N** for NMSU, and **F** for Foundation. On most application forms, the **Chart** will have a default value of **N** already populated.

Fund indicates the ownership of money. There are five types of funds:

- Unrestricted
- Restricted
- Loan
- Endowment
- Plant

Organization is used to track financial activity by department and designates the department responsible for payment.

Account designates the type of expenditures. The first character of the account code indicates the type of account:

Balance Sheet	**Income Statement**
1xxxxx Assets	5xxxxx Revenues
2xxxxx Liabilities	6xxxxx Labor Expenditures
3xxxxx System Controls	7xxxxx Non-Labor Expenditures
4xxxxx Fund Balance	8xxxxx Transfers

Program designates functional classification (for example, Instruction, Research, Public Service).

Optional Segments

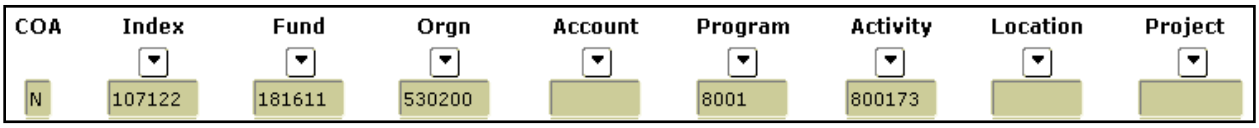
Activity designates temporary units of work, subsidiary functional classifications, or short duration projects (special events).

Location designates a physical location of building and room number. Location will primarily be used for fixed assets.

Index

An **Index** is an abbreviation of the **F**, **O**, and **P** segments of the FOAPAL (also **A** and **L** when applicable). Indexes are six characters long and are much easier to use than the full FOAPAL.

To process accounting transactions, departments will only need to enter an **Index** and an **Account** code. Entry of the index will automatically populate the corresponding Fund, Organization, Program, and in some cases Activity and/or Location.



COA	Index	Fund	Orgn	Account	Program	Activity	Location	Project
N	107122	181611	530200		8001	800173		

In this example, the index number 107122 was entered. The Fund, Orgn, and Program fields were automatically populated. In this instance the Index number did not populate the Activity and Location fields.

Procurement Business Rules

- Central Purchasing and Risk Management has the sole authority of ordering supplies, materials, equipment, services, and construction. No individual may make a purchase directly without approval of Central Purchasing and Risk Management except as stated in specific sections of the policy manual or ***Business Procedure Manual***, Chapter 4.40.20, Emergency Purchase.

- All departmental approvals of purchase requisitions will be limited to two levels.

- Unrestricted, Restricted and Plant fund purchases for both requisitions and procurement card transactions greater than $500.00 will require fiscal monitor approval.

- For approved purchase orders totaling $2499.99 or less, departments are responsible for placing the order with the vendor once a printed copy of the purchase order is received by the department.

- For approved purchase orders $2500.00 and above, Central Purchasing and Risk Management is responsible for placing the order with the vendor.

- Obtaining quotes

Dollar Amount	Method	Who Obtains Quote or Bid
$00.01 - $2499.99	Best obtainable price	Requesting Department
$2500.00 - $9999.99	One written quote	Central Purchasing Office
$10,000.00 - $19,999.99	Three written bids	Central Purchasing Office
$20,000.00 +	Sealed bids and/or proposals	Central Purchasing Office

- All equipment (taggable) purchases of $1000.00 or more will be received by the Central Receiving Office prior to delivery to departments except at community campuses or prearranged circumstances.

Creating a Requisition

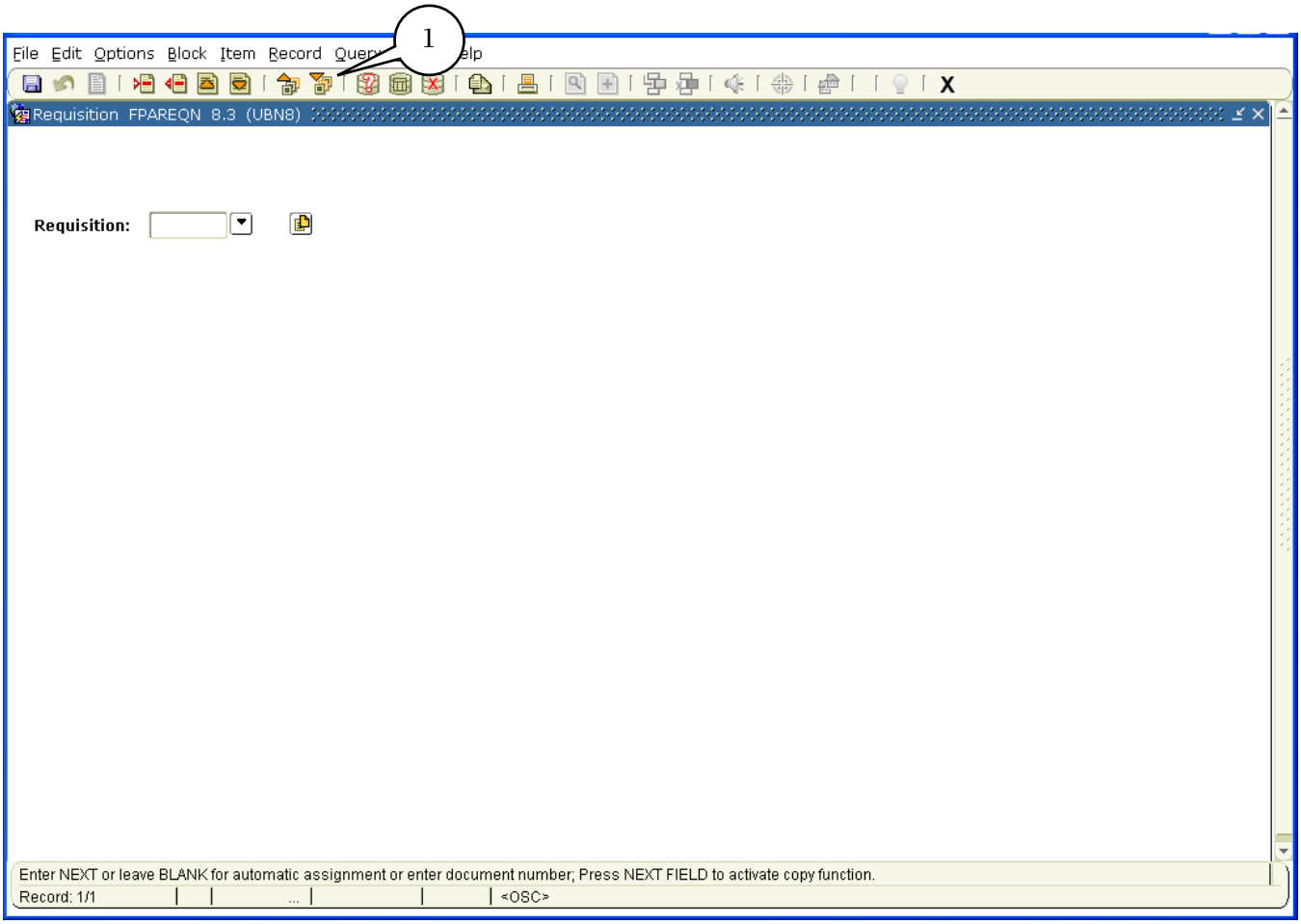
Commodity-Level Accounting

The **Requisition** form, **FPAREQN**, initiates the procurement process. You will use it to identify the requestor, vendor, commodity, and FOAP information.

Commodity-level accounting is a way of processing requisitions in which the FOAP (Index) distribution is assigned for each commodity ("line") on the requisition. **Always use Commodity Level Accounting when creating a requisition that includes taggable equipment.**

To access the **Requisition** form, type **FPAREQN** in the Direct Access **Go To...** field and press the **Enter** key.

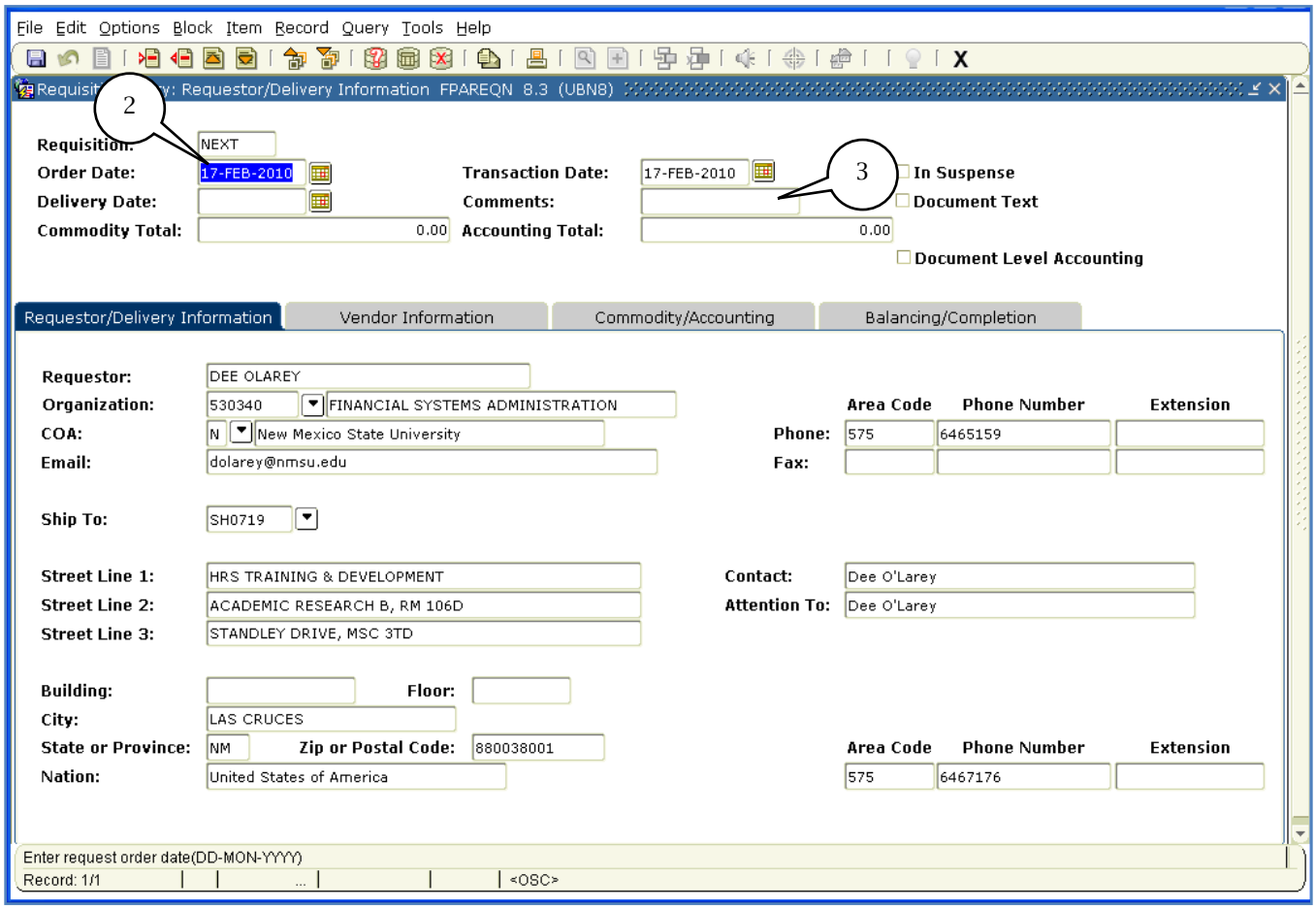
The **Requisition** form, **FPAREQN**, will be displayed.


1
File Edit Options Block Item Record Query
Requisition FPAREQN 8.3 (UBN8)
Requisition:
Enter NEXT or leave BLANK for automatic assignment or enter document number; Press NEXT FIELD to activate copy function.
Record: 1/1
<OSC>

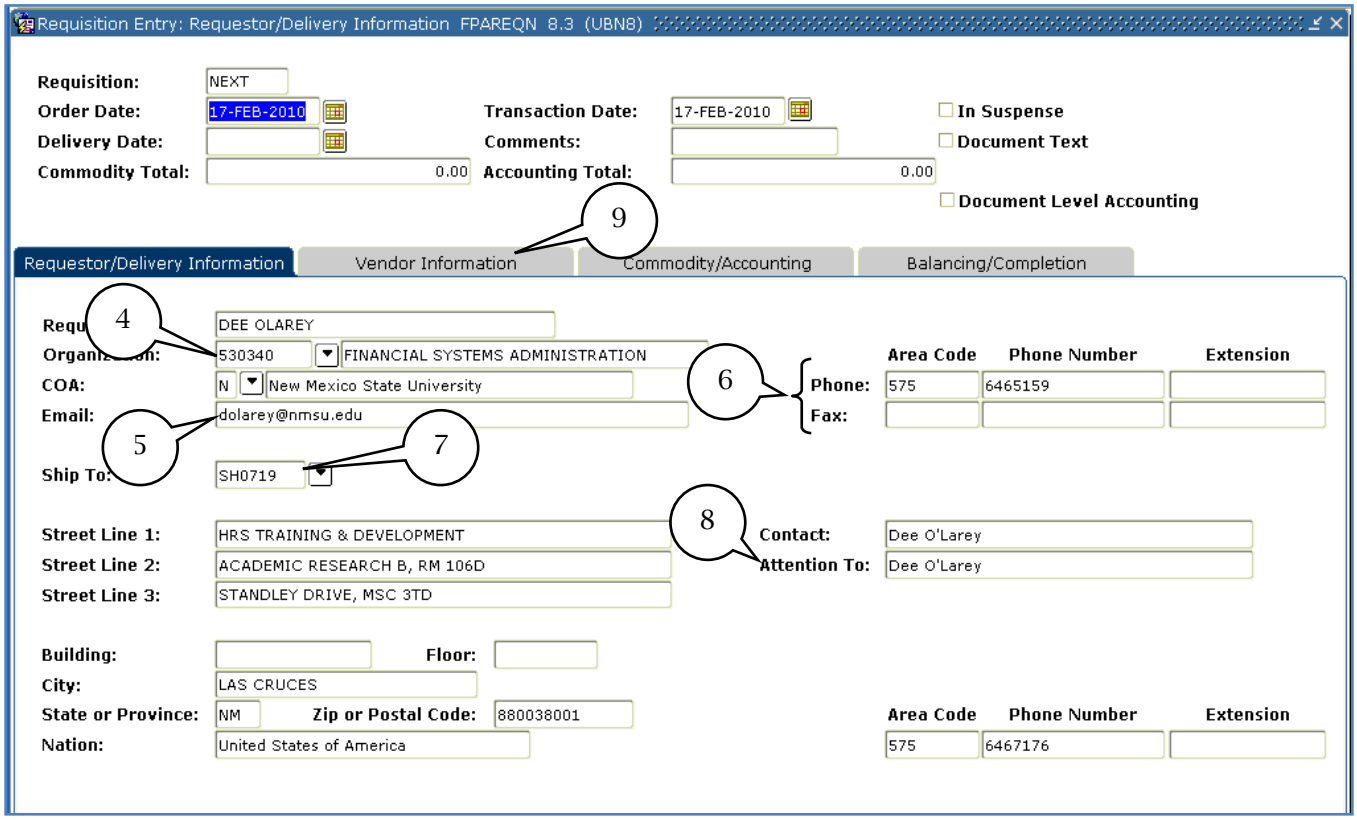
1. Click on the **Next Block** button.

It is possible to enter both capital and non-capital commodities on the same requisition if you use Commodity-Level Accounting.

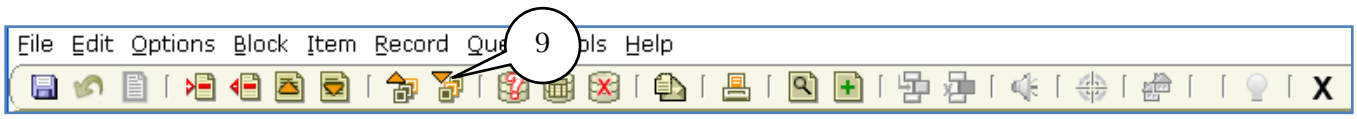
The **Requestor/Delivery Information** block will be displayed.



2. Enter the anticipated arrival date in the **Delivery Date** field. The delivery date must be later than the **Order Date** and is a required field.
3. In the **Comments** field, enter the Grant Number when using restricted funds.

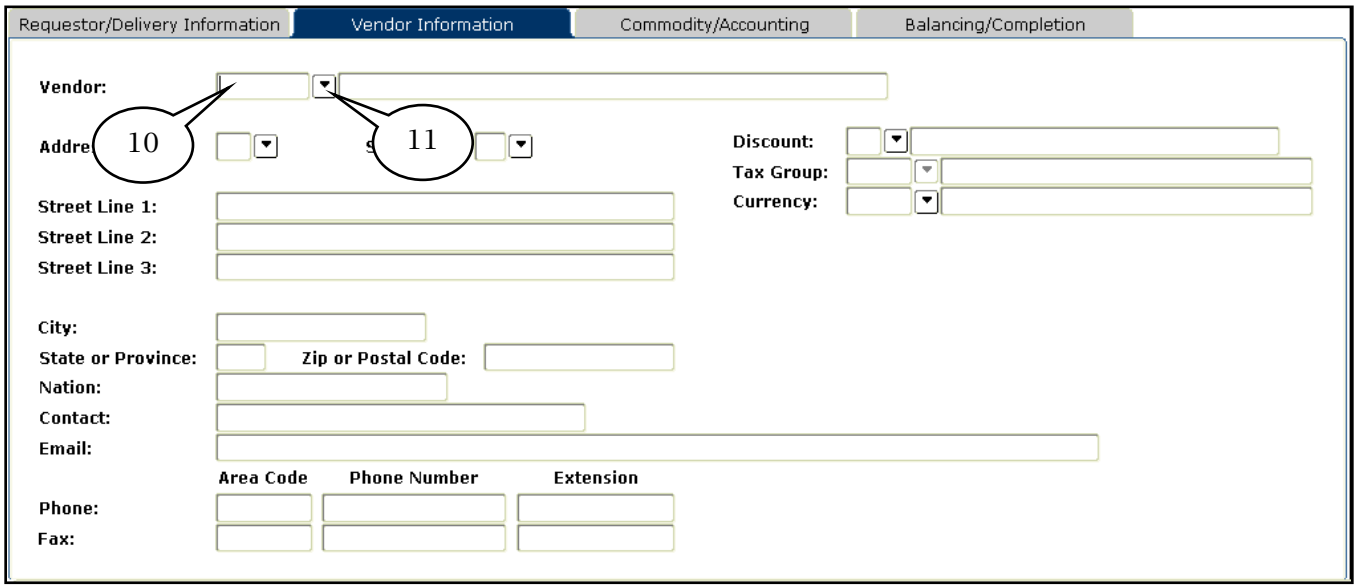


4. Your Organization information will default into the **Organization** field. If you need to change the organization code simply enter the new Organization number.
5. If not already populated, enter your NMSU e-mail address in the **Email** field.
6. If not already populated, enter your work phone number and fax number in the **Phone** and **Fax** fields.
7. Your department's information will default into the **Ship To** information fields. You may need to change **Ship To** code:
    a. For equipment purchases of $1000 or more, enter the Central Receiving **Shipping Code**, **SH0152**.
    b. For purchases to be delivered to another location or department, enter that location or department's **Shipping Code**.
8. In the **Attention To** field:
    - For equipment purchases of $1000 or more, no action is required.
    - For all other requisitions, replace the department name with the name of the person for whom you are making the purchase.
9. Click on the **Next Block** button or the **Vendor Information** page tab.



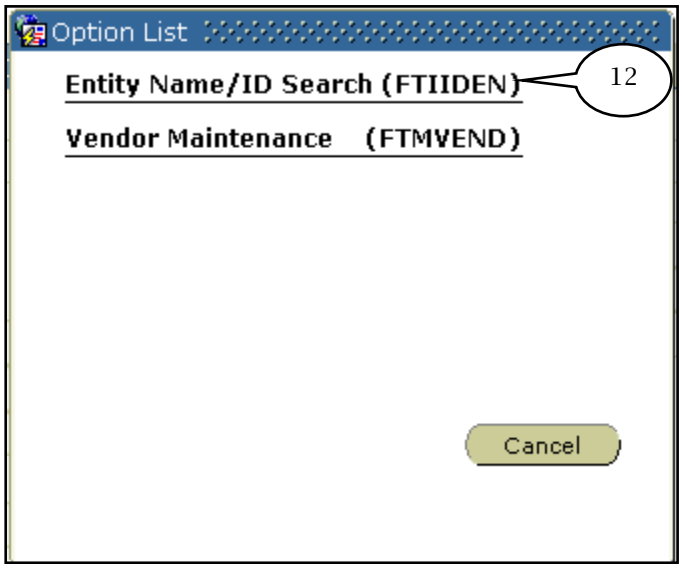
Team Tip: *Equipment is defined as a Single coherent unit that is movable and has a life expectancy of one year or more.*

The **Vendor Information** block will be displayed.



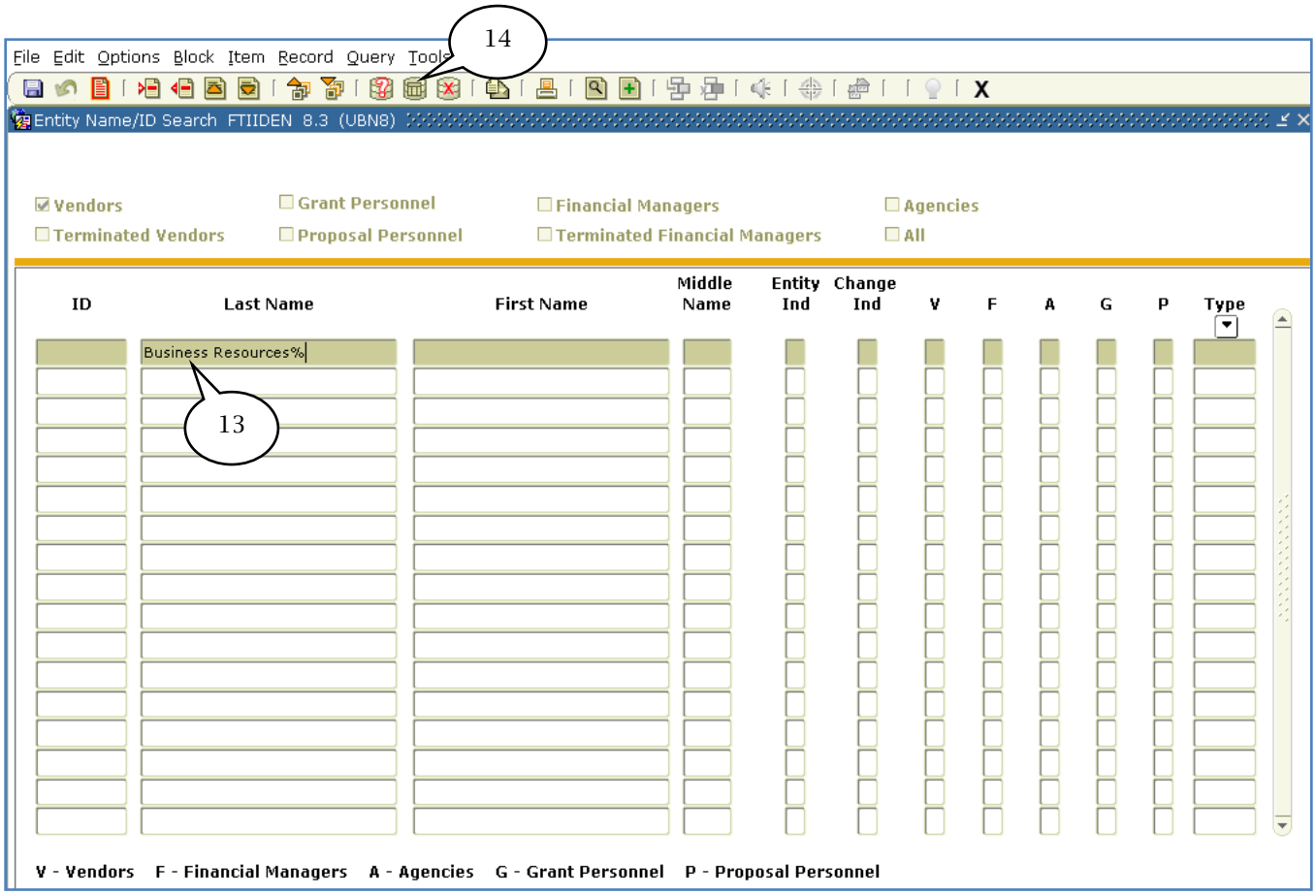
10. If you know which vendor you will be using for this purchase, enter the vendor ID and press the **Tab** or the **Enter** key. You must use the ID that begins with "8."
11. If you do not know the vendor ID, click on the **Search** button in the **Vendor** field to select one.

The **Option List** will be displayed.



12. Click on **Entity Name/ID Search (FTIIDEN)**.

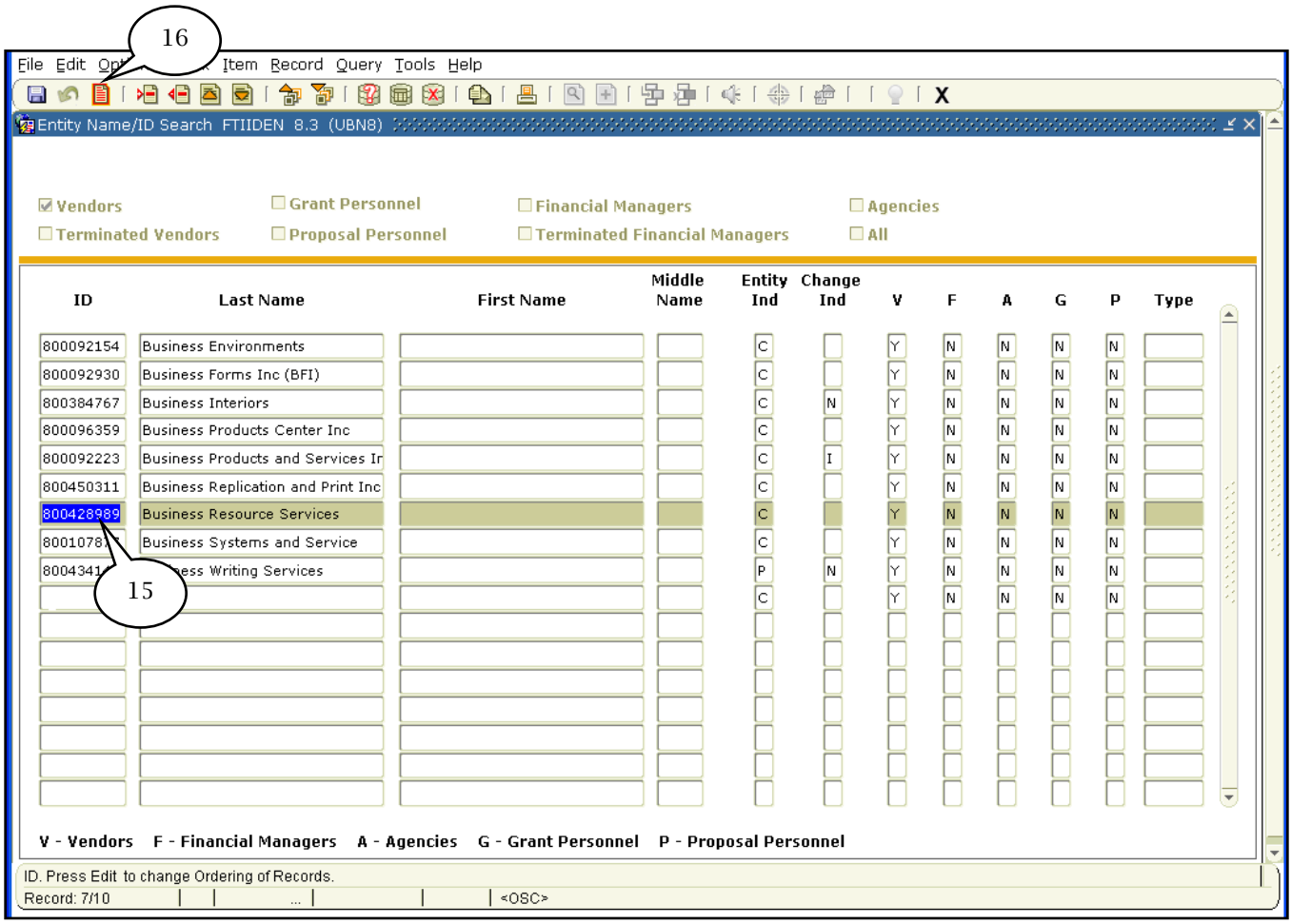
The **Entity Name/ID Search** form, **FTIIDEN**, will be displayed.



13. Enter the name (or partial name with wildcard characters) of the vendor you need.
    Note: Refer to Banner Navigation user manual for information on searching using wildcards.
14. Click on the **Execute Query** button or press the **F8** key.

*Searches made using the **Entity Name/ID Search** form, **FTIIDEN,** are case-sensitive. You must enter correct capitalization when searching by **Last Name** or **First Name**.*

All vendors matching your search criteria will be displayed.

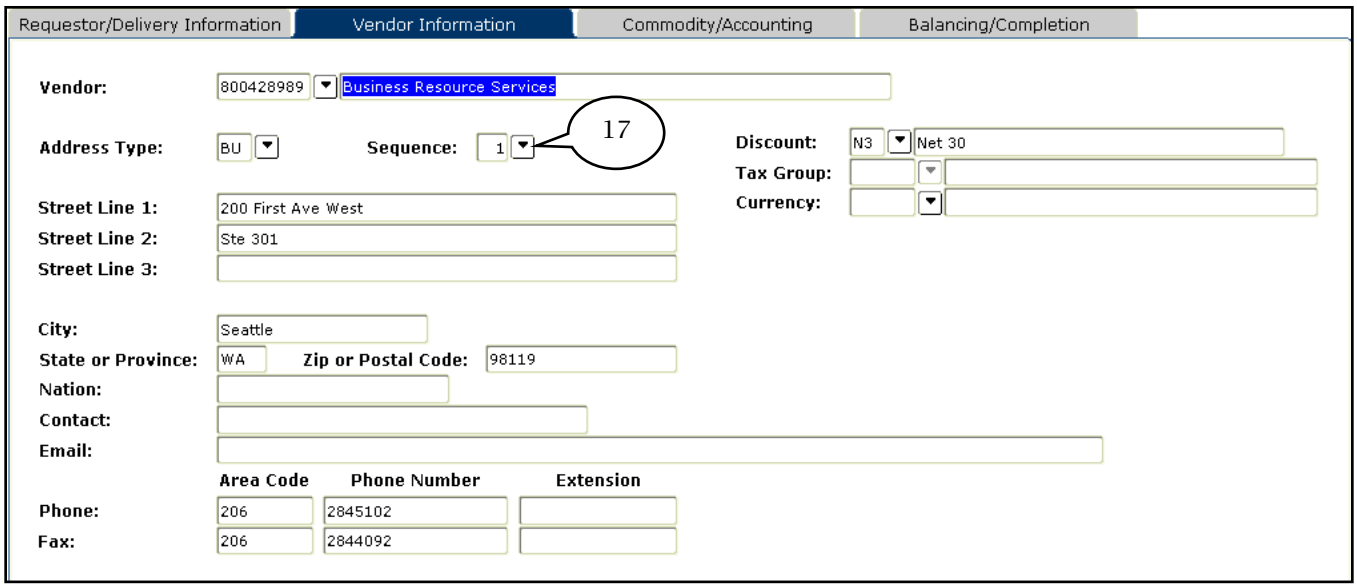


15. Highlight the vendor you need.
16. Click on the **Select** button or double click in the **ID** field to select the vendor.

Team Tip:

Change Ind '*I*' represents this Vendor is inactive and cannot be selected to process a Purchase Requisition.

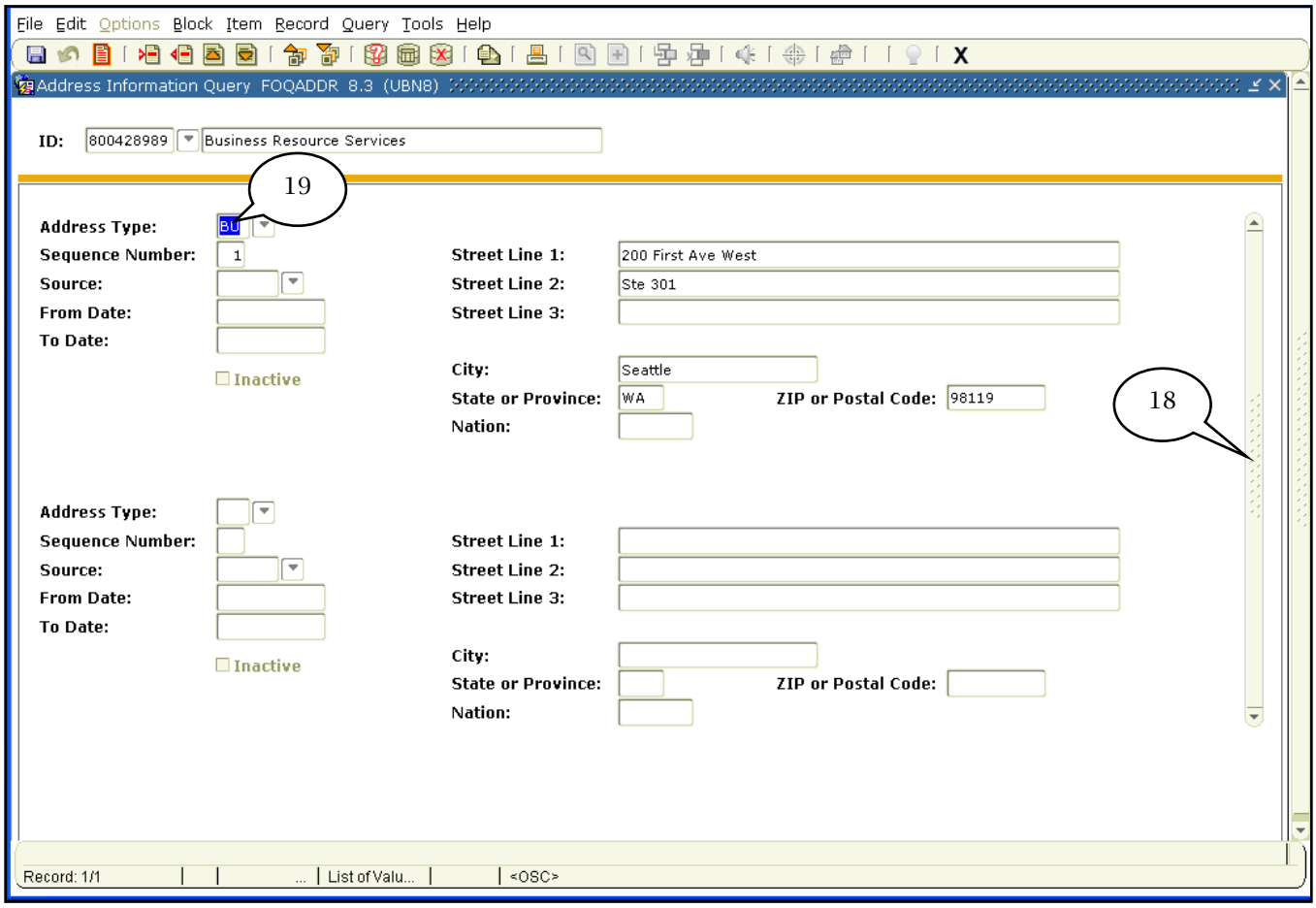
You will return to the **Vendor Information** block with the Vendor ID displayed.



17. If the address for the vendor is incorrect, click on the **Search** button ▼ next to the **Sequence** field.

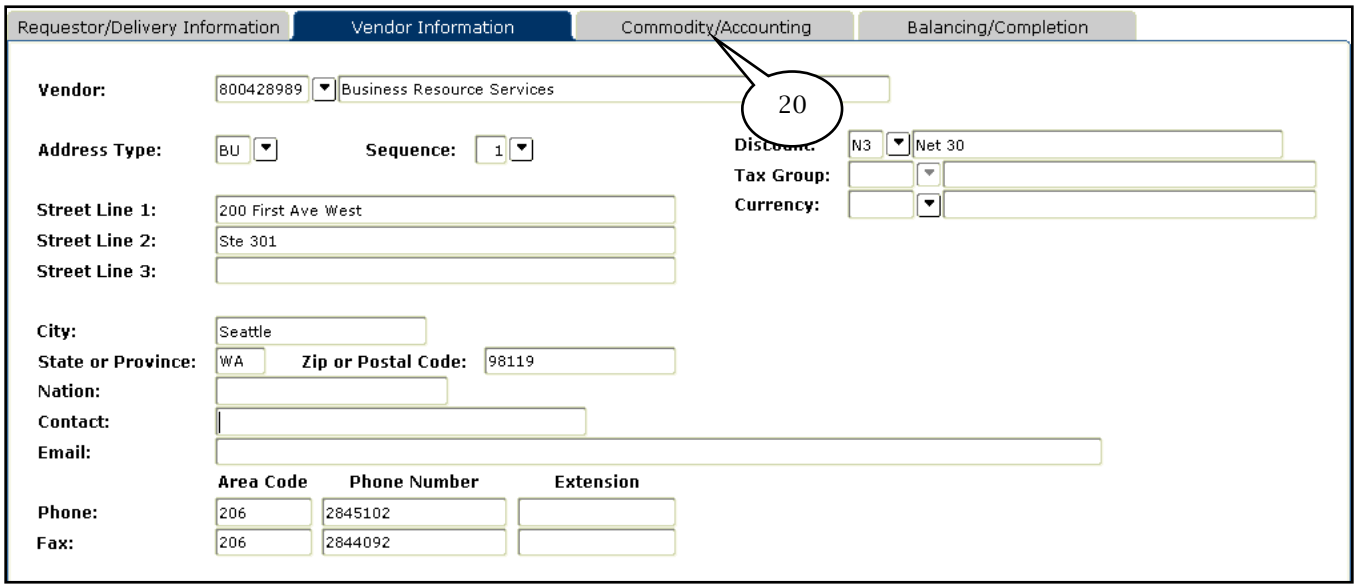
***BU** Address Type represents the Business Address. **BI** represents the Billing Address. Always use the **BU** address when completing the requisition.*

The **Vendor Address** block will be displayed.



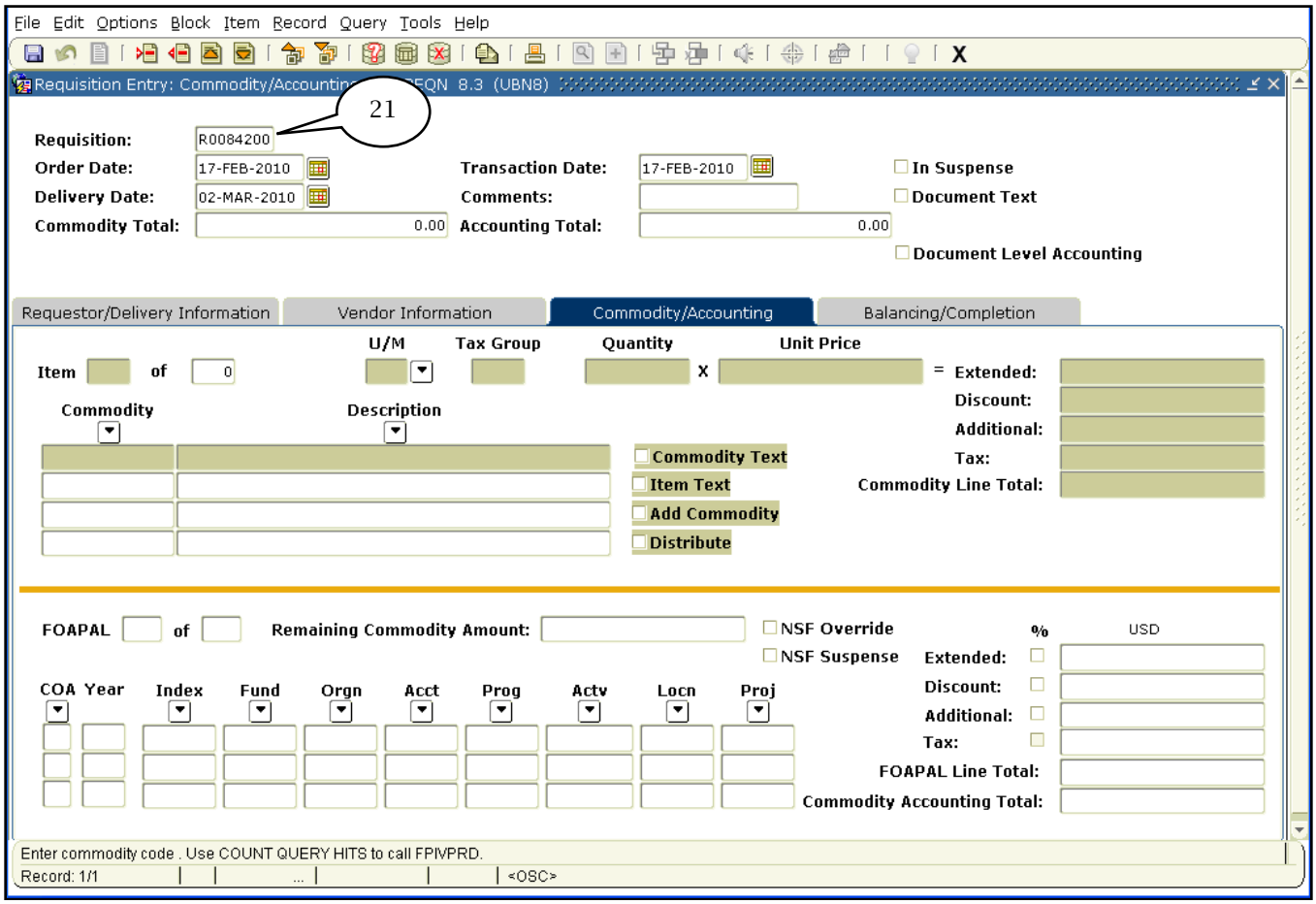
18. Use the scroll bar to display additional addresses.
19. When the correct address is displayed, double click in the **Address Type** field to select it.

You will return to the **Vendor Information** block with the address you selected displayed.



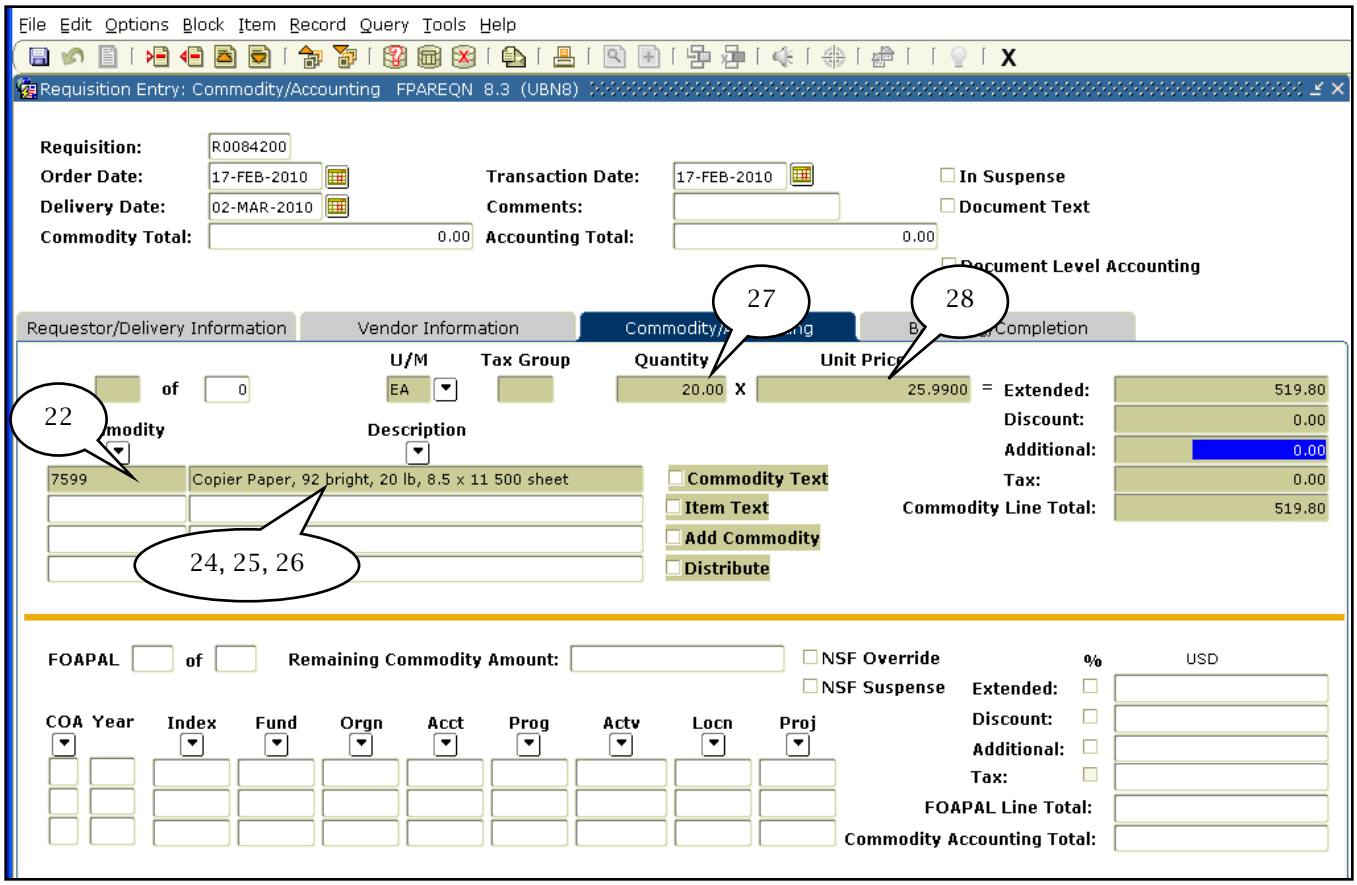
20. Click on the **Next Block** button or click on the **Commodity/Accounting** page tab.

The **Commodity/Accounting** block will be displayed.



21. The **Requisition** number has been generated. Record this number on the **Finance Log** (see Appendix A). Note: The Requisition number will not be the same as the Purchase Order number.

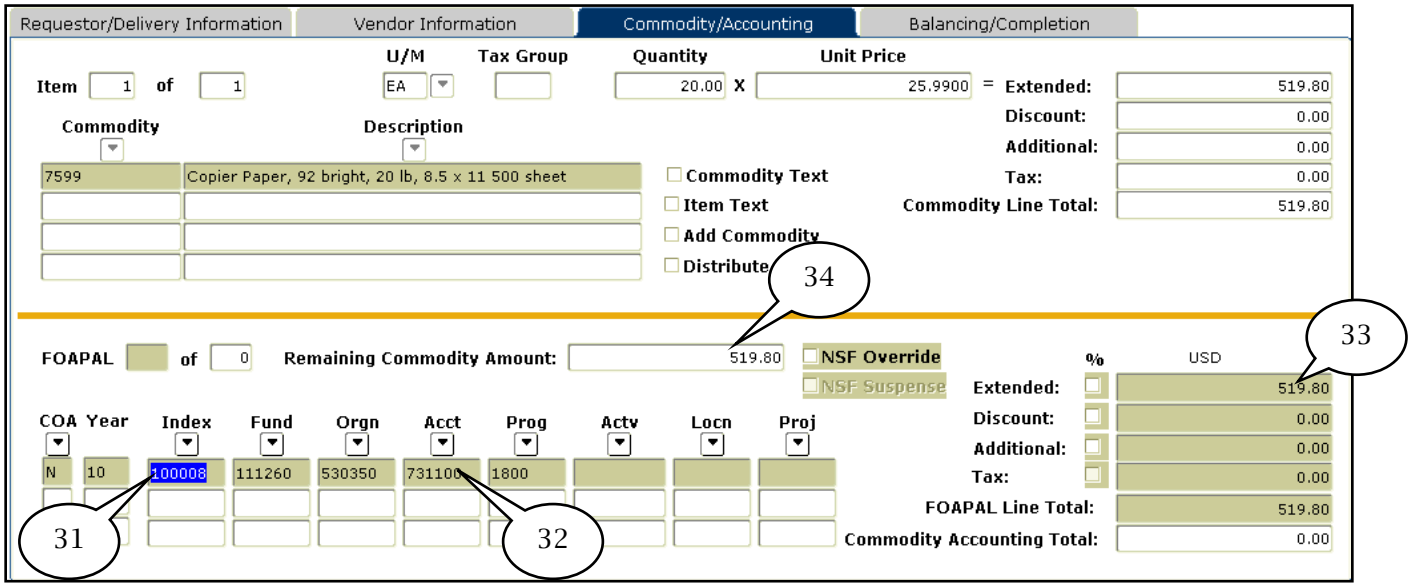
The remaining steps of this process assign specific FOAP(s) to each commodity. As soon as a commodity is entered, its FOAP(s) must be specified. The process of entering a commodity and its FOAP(s) must be repeated for each commodity on the requisition.



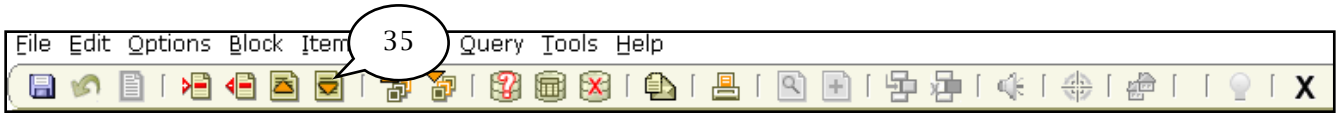
22. If you know the applicable **Commodity Code**, enter it.
23. If you do not know the applicable **Commodity Code,** refer to the **Commodity Codes Lookup** in the ***Banner Information*** section of the Business and Finance Office web page.
24. Press the **Tab** key to move to the **Description** field.
25. Delete the default entry.
26. Enter a nomenclature, detailed description of the item followed by the item number. *If the item description requires more than one line, refer to the **Item Text** section of this manual for instructions on entering a detailed description.*
27. Click in the **Quantity** field and enter the quantity.
28. Click in the **Unit Price** field and enter the unit price of the item.
29. Press the **Enter** key on your keyboard.
30. Click on the **Next Block** button to move to the **FOAPAL** block.

If the equipment is $1,000 to $4,999.99 use a capital commodity code and a non-capital account code. If the equipment is $5,000 or more, use a capital commodity code and a capital account code.

*Freight charges must be entered as a commodity using **Commodity Code** 9605. Sales tax must be entered as a commodity using **Commodity Code** 9604.*



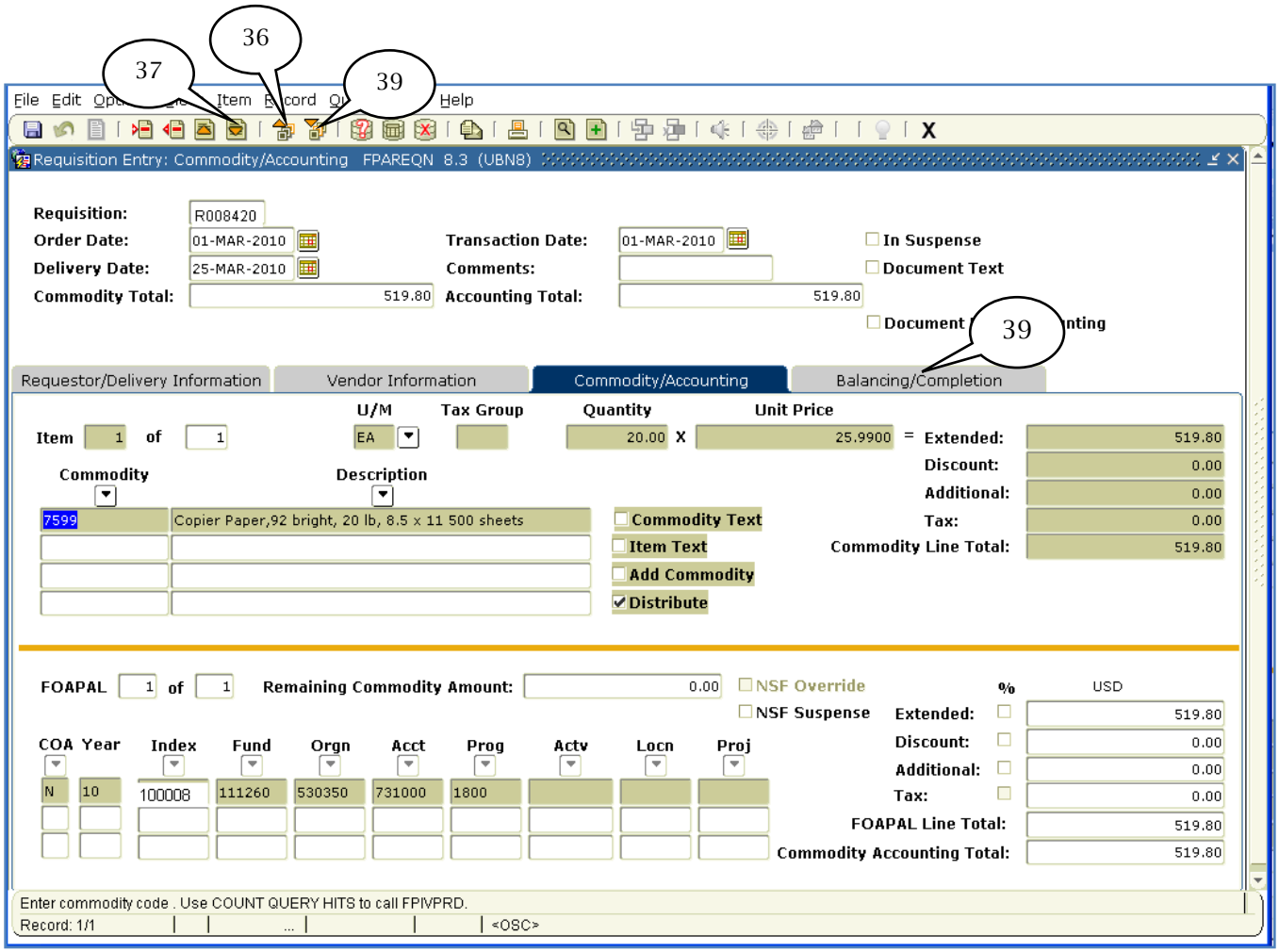
31. Enter the **Index** code.
32. Enter the **Account** code.
33. Entries in the **Extended** and **USD** fields can be entered manually or tab through to automatically populate.
    a. If you are going to pay a percentage of the commodity amount from this FOAP, click in the **%** box and enter the percent in the **USD** field
    Or
    b. If you are paying a portion of the commodity dollar amount from this FOAP; enter the amount to be charged to this FOAP in the **USD** field.
34. Check the **Remaining Commodity Amount** field for the dollar amount that must still be charged to a FOAP (or FOAPs) for this commodity.



35. If additional FOAPs are to be charged, click on the **Next Record** button on the tool bar and repeat steps 31 through 34.

Team Tip:

*You must enter document text if you are using funds from a federally funded grant or contract for this requisition. See the **Document Text** section of this manual for more information. To enter more description on a commodity item refer to the **Item Text** section of this manual.*



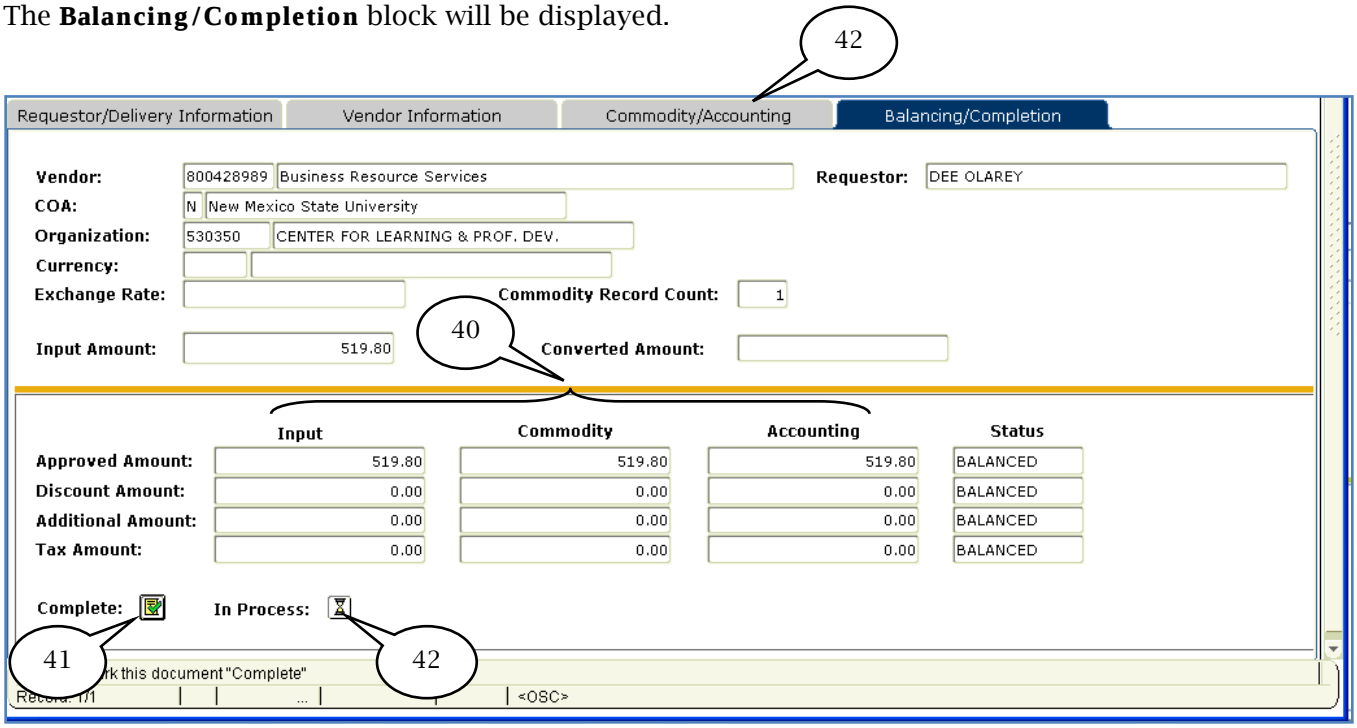
To enter your next commodity:

36. Click on the **Previous Block** button.
37. Click on the **Next Record** button.
38. First repeat steps 22-35 for each line item, then repeat steps 36 through 37 until you are finished entering all commodities and FOAPALs.
39. Click on the **Next Block** button or click on the **Balancing/Completion** page tab.

Team Tip:

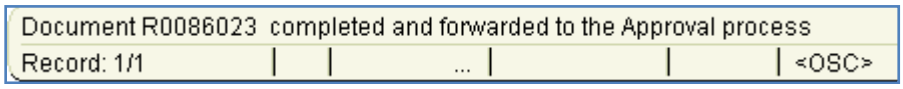
If you enter Indexes for more than one organization, an approver from each organization must approve the requisition before a purchase order can be created.

The **Balancing/Completion** block will be displayed.



40. Review the **Input**, **Commodity**, and **Accounting** amounts.
41. If the **Status** of each subtotal is **BALANCED**, click on the **Complete** button to submit the requisition for approval.
42. If the **Status** of any of the subtotals is not **BALANCED**, you can:
    a. click on the **Commodity/Accounting** page tab to return to the **Commodity/Accounting** block;
    Or
    b. click on the **In Process** button to save the requisition and return to it at a later time.

43. If the **Status** of each subtotal is **BALANCED**, click on the **Complete** button to submit the requisition for approval.
    a. After you click on the **Complete** button, you will return to a blank **Requisition** form **FPAREQN**.



    b. The **Auto Hint** line will display a message that your requisition has been completed and forwarded to the approval process.

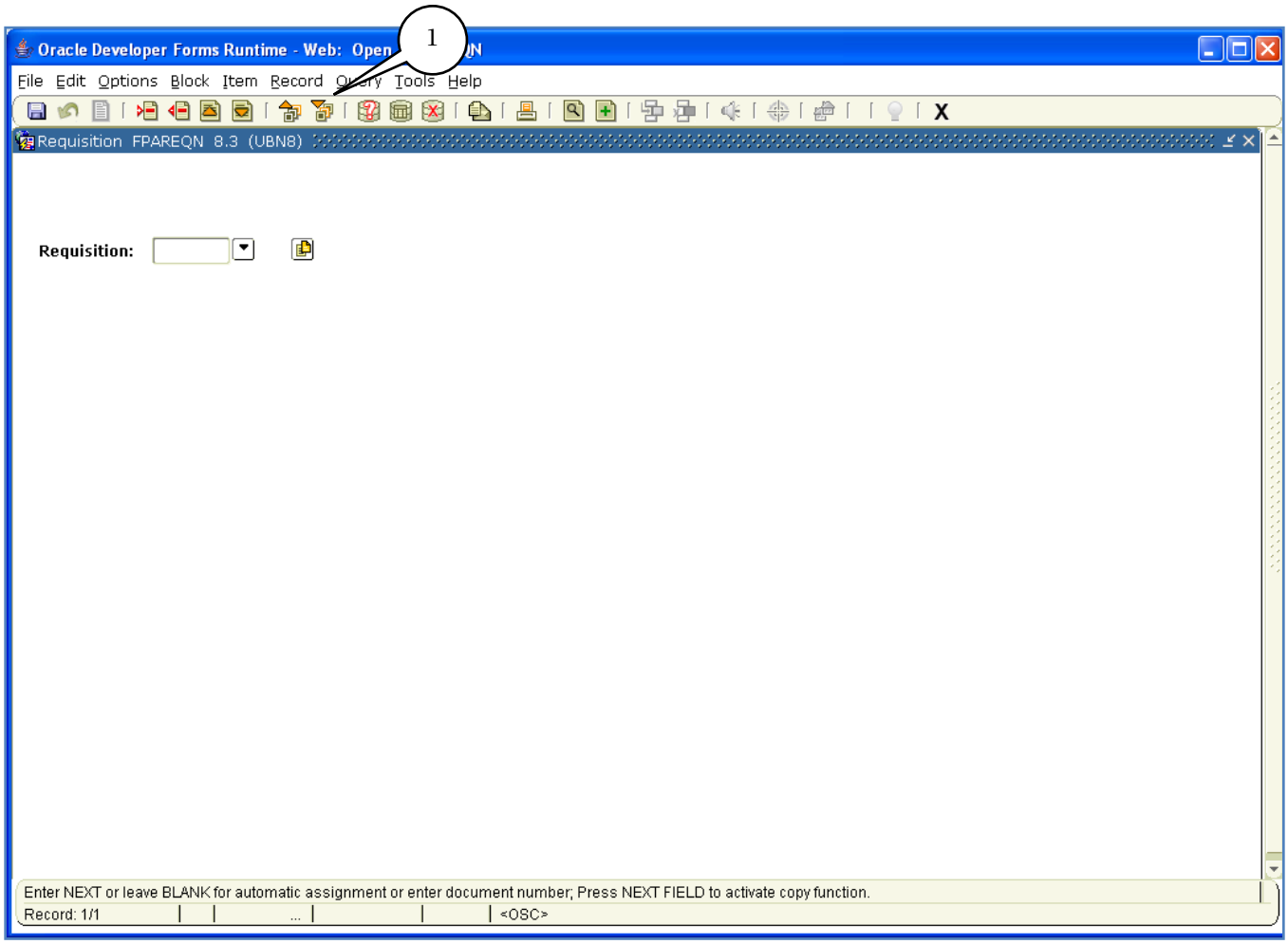
Creating a Requisition – Document-Level Accounting

The **Requisition** form, **FPAREQN**, initiates the procurement process. You will use it to identify the requestor, vendor, commodity, and FOAP information.

Document-level accounting is a way of processing requisitions in which the FOAP (Index) distribution entered on the requisition applies to all of the commodities. **Use Document-Level Accounting only if you have one commodity and one FOAPAL. You cannot change a FOAPAL in Document –Level Accounting once the requisition is approved.**

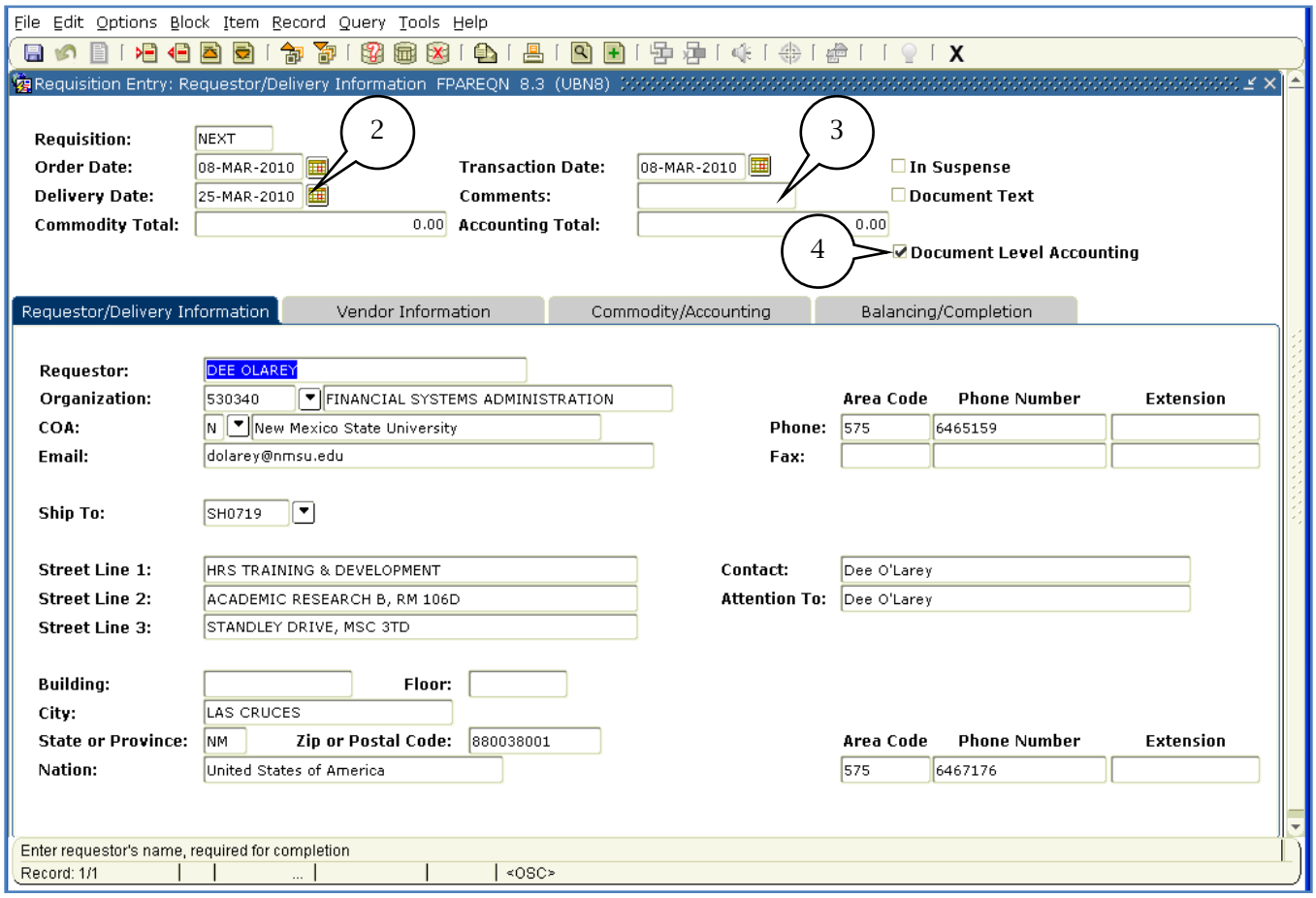
To access the **Requisition** form, type **FPAREQN** in the Direct Access **Go To...** field and press the **Enter** key.

The **Requisition** form, **FPAREQN**, will be displayed:


1
Oracle Developer Forms Runtime - Web: Open
File Edit Options Block Item Record Query Tools Help
Requisition FPAREQN 8.3 (UBN8)
Requisition:
Enter NEXT or leave BLANK for automatic assignment or enter document number; Press NEXT FIELD to activate copy function.
Record: 1/1
<OSC>

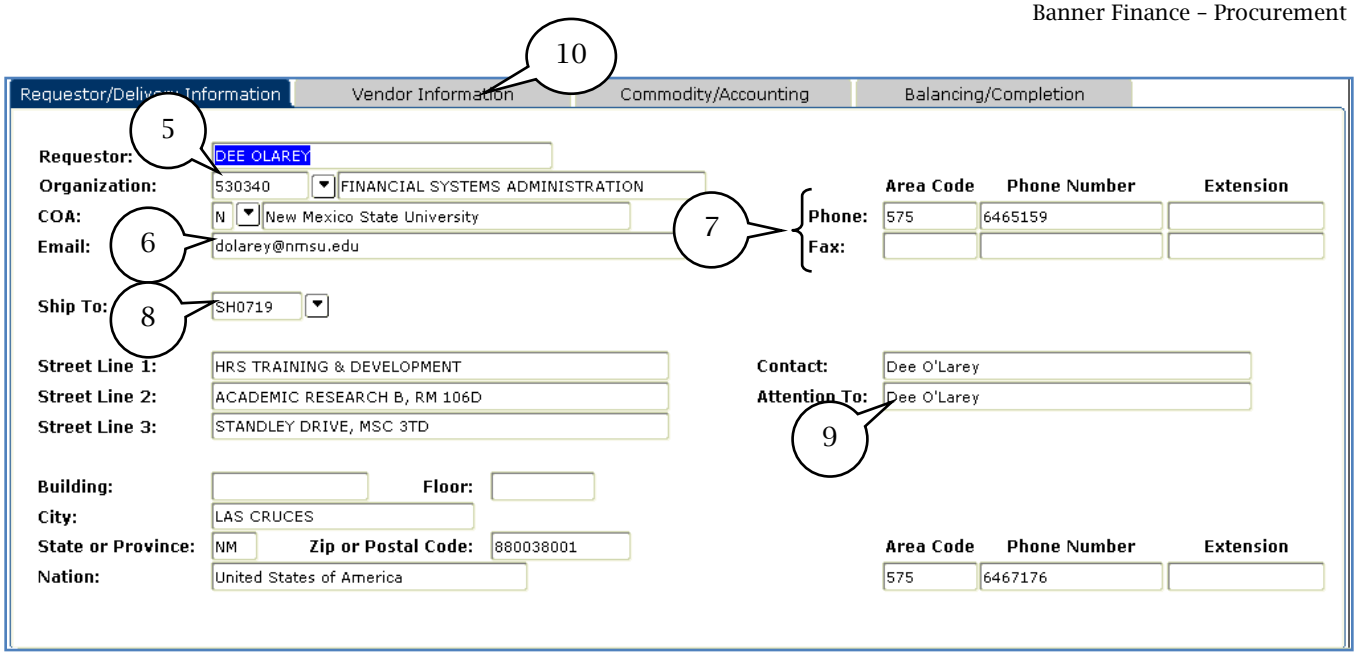
1. Click on the **Next Block** button .

The **Requestor/Delivery Information** block will be displayed.



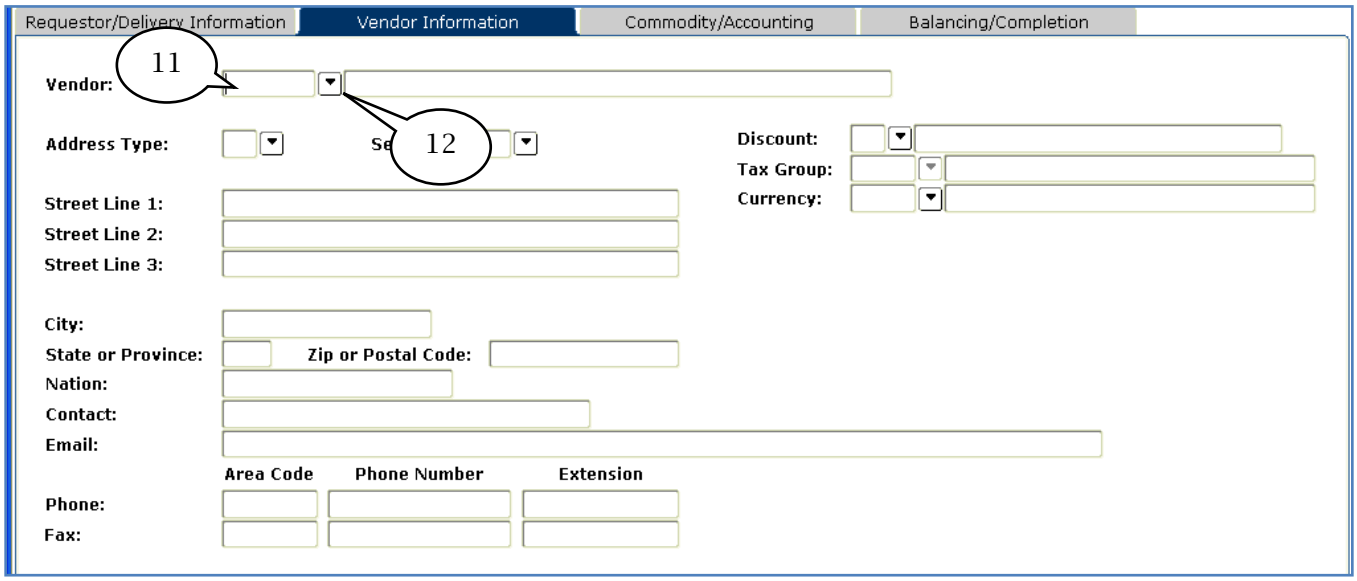
2. Enter the anticipated arrival date in the **Delivery Date** field. The delivery date must be later than the **Order Date** and is a required field.
3. In the **Comments** field, enter the purpose of the requisition if you are using restricted funds.
4. Click on the **Document Level Accounting** box, this will place a checkmark and select the use of Document Level Accounting.

REMEMBER, *Use Document-Level accounting only if you have one commodity and one FOAPAL. You cannot change a FOAPAL in Document –Level Accounting once the requisition is approved.*



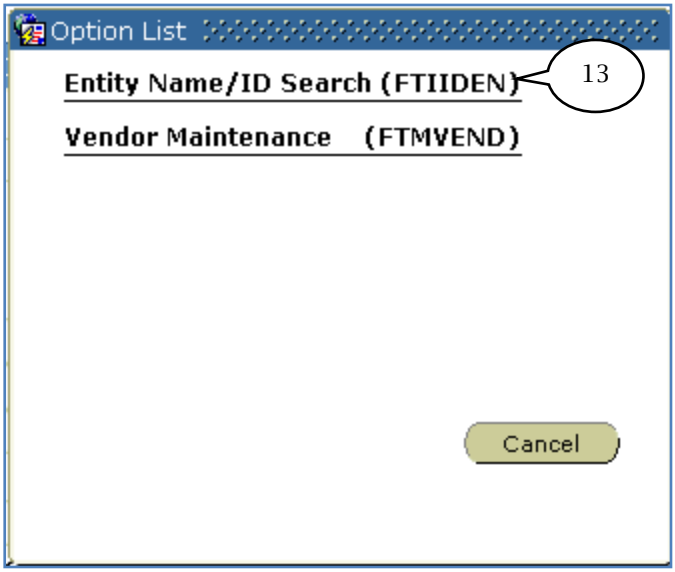
5. Enter the applicable organization code in the **Organization** field.
6. If not already populated, enter your NMSU e-mail address in the **Email** field.
7. If not already populated, enter your work phone number and fax number in the **Phone** and **Fax** fields.
8. Your department's information will default into the **Ship To** information fields. You may need to change **Ship To** code:
    a. For equipment purchases of $1000 or more, enter the Central Receiving **Shipping Code**, **SH0152**.
    b. For purchases to be delivered to another location or department, enter that location or department's **Shipping Code**.
9. In the **Attention To** field:
    a. Replace the department name with the name of the person for whom you are making the purchase.
10. Click on the **Next Block** button or click on the **Vendor Information** page tab.

The **Vendor Information** block will be displayed.



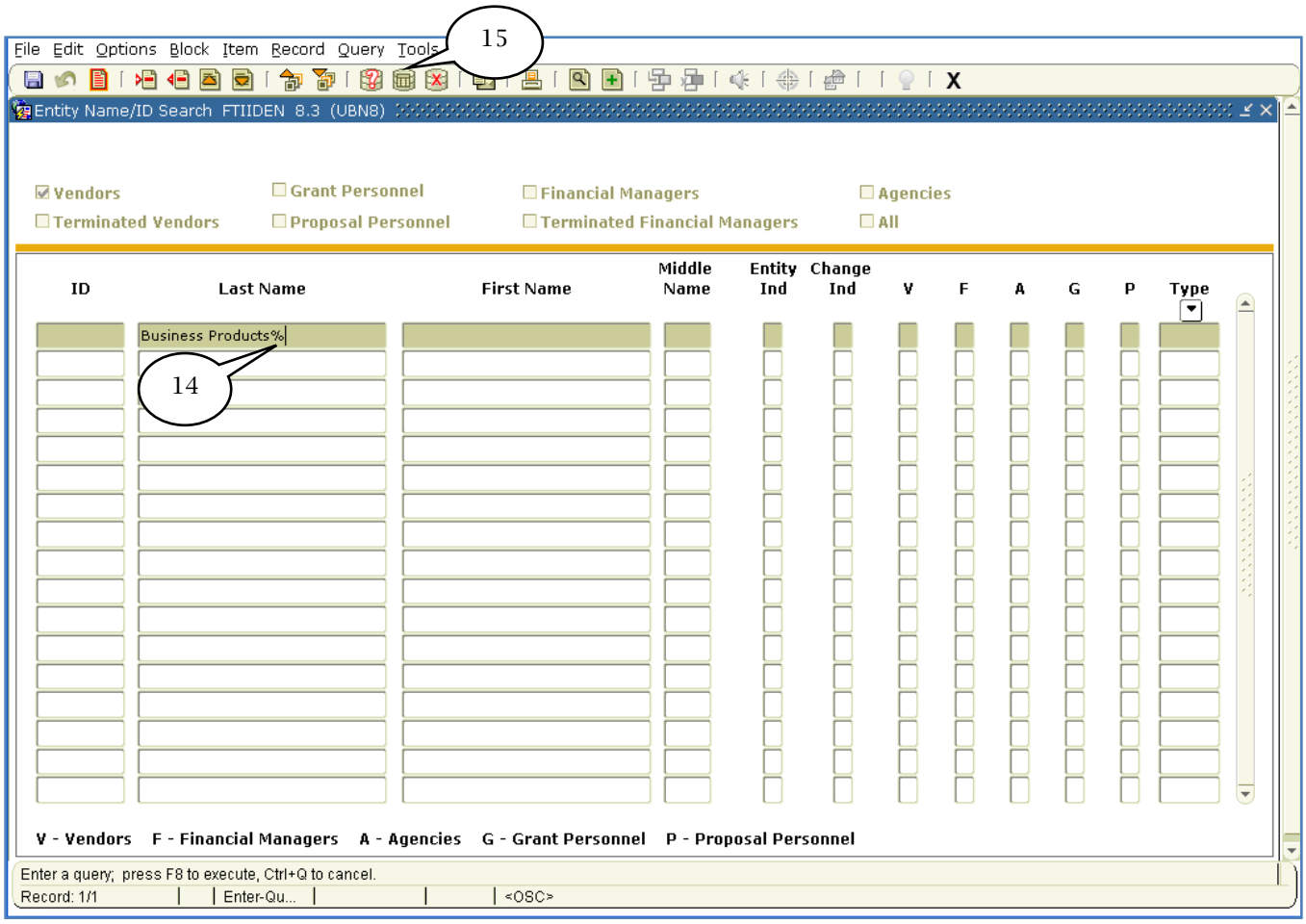
11. If you know which vendor you will be using for this purchase, enter the vendor ID and press the **Tab** or the **Enter** key. You must use the ID that begins with "8."
12. If you do not know the vendor ID, click on the **Search** button in the **Vendor** field to select one.

The **Option List** will be displayed.



13. Click on **Entity Name/ID Search (FTIIDEN)**.

The **Entity Name/ID Search** form, **FTIIDEN**, will be displayed.

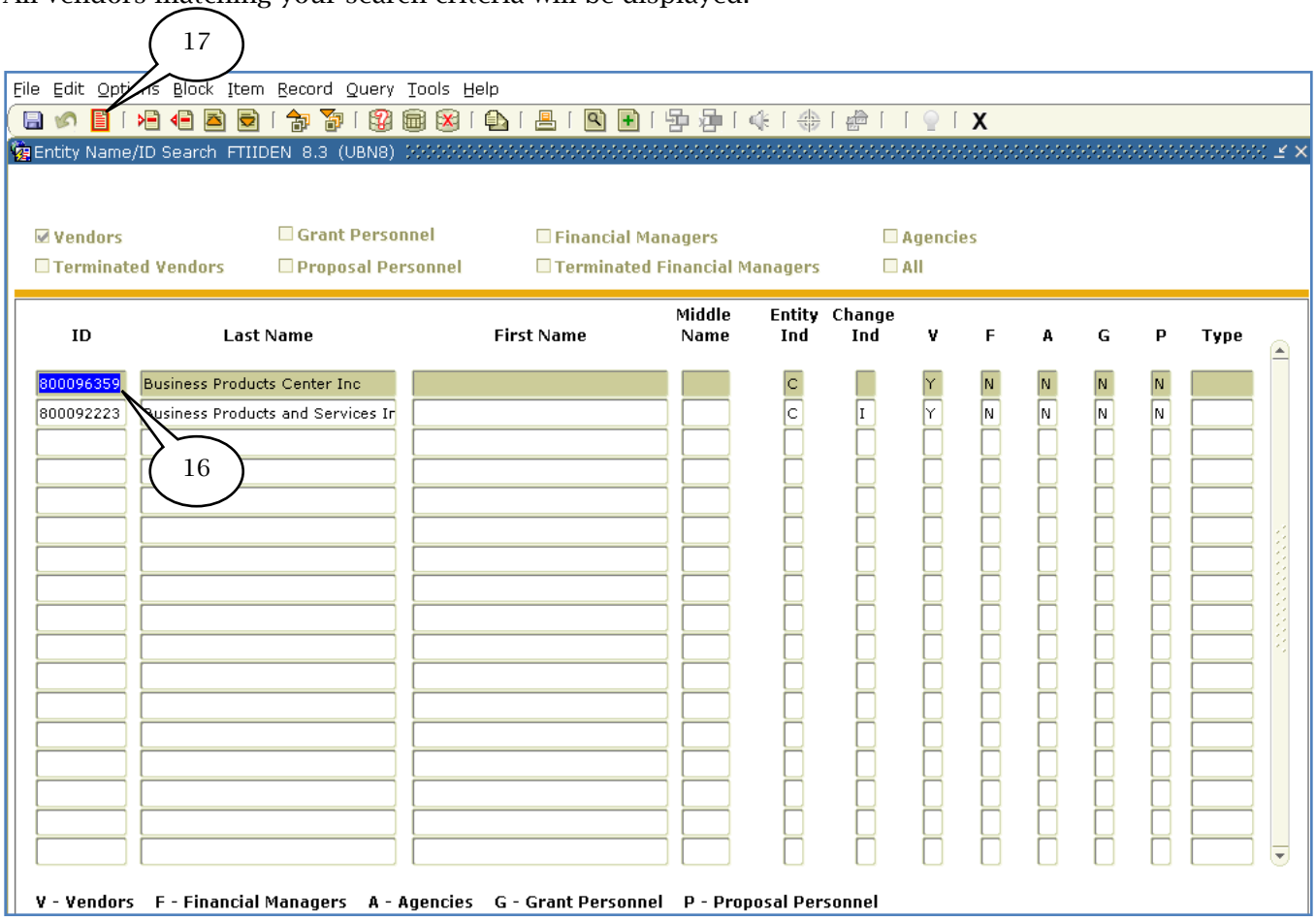


14. Enter the name (or partial name with wildcard characters) of the vendor you need.
15. Click on the **Execute Query** button or press the **F8** key.

Team Tip:

*Searches made using the **Entity Name/ID Search** form, **FTIIDEN,** are case-sensitive. You must enter correct capitalization when searching by **Last Name** or **First Name**.*

All vendors matching your search criteria will be displayed.

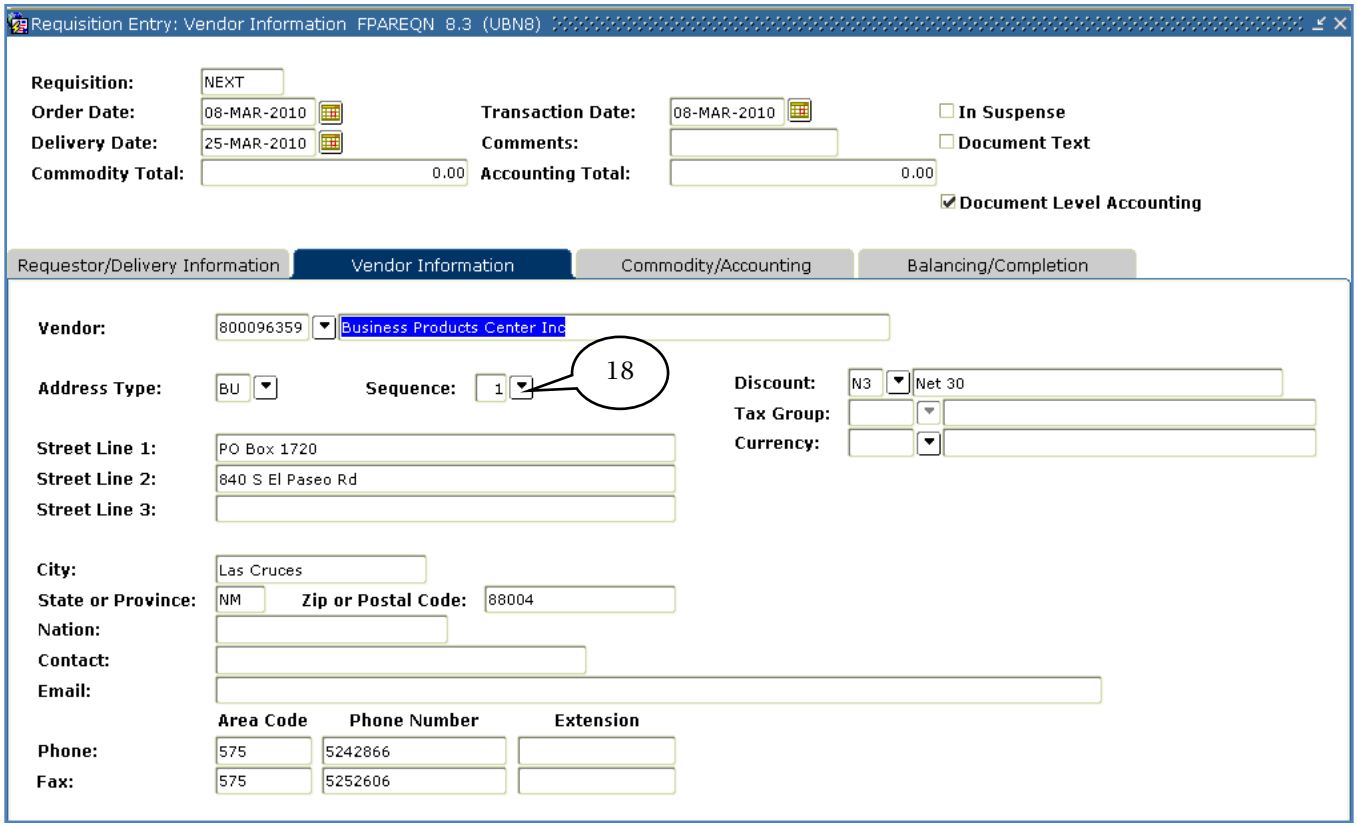


16. Highlight the vendor you need.
17. Click on the **Select** button or double click in the **ID** field to select the vendor.

Team Tip:

Remember Change Ind '*I*' represent this Vendor is inactive and cannot be selected to process a Purchase Requisition.

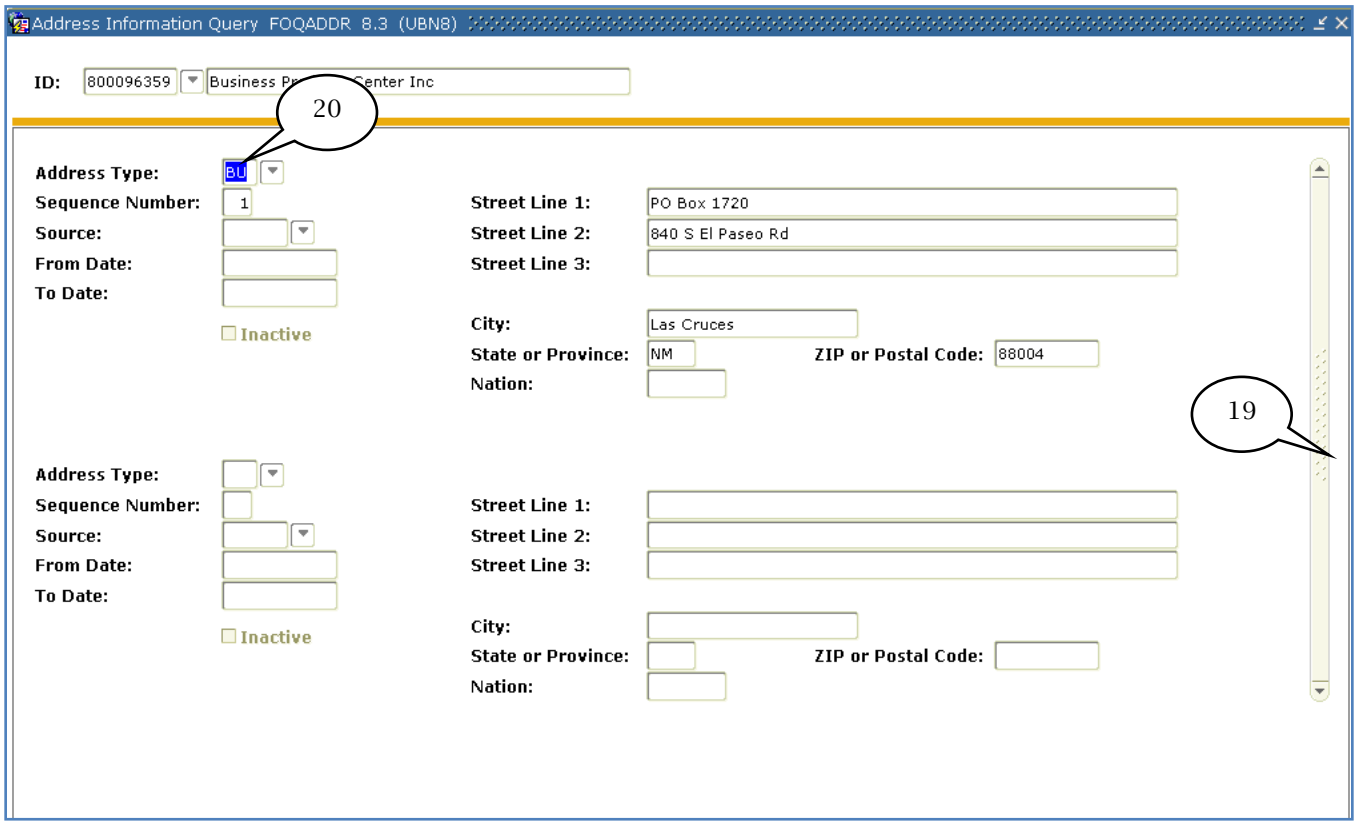
You will return to the **Vendor Information** block with the Vendor ID displayed.



18. If the address for the vendor is incorrect, click on the **Search** button ▼ next to the **Sequence** field.

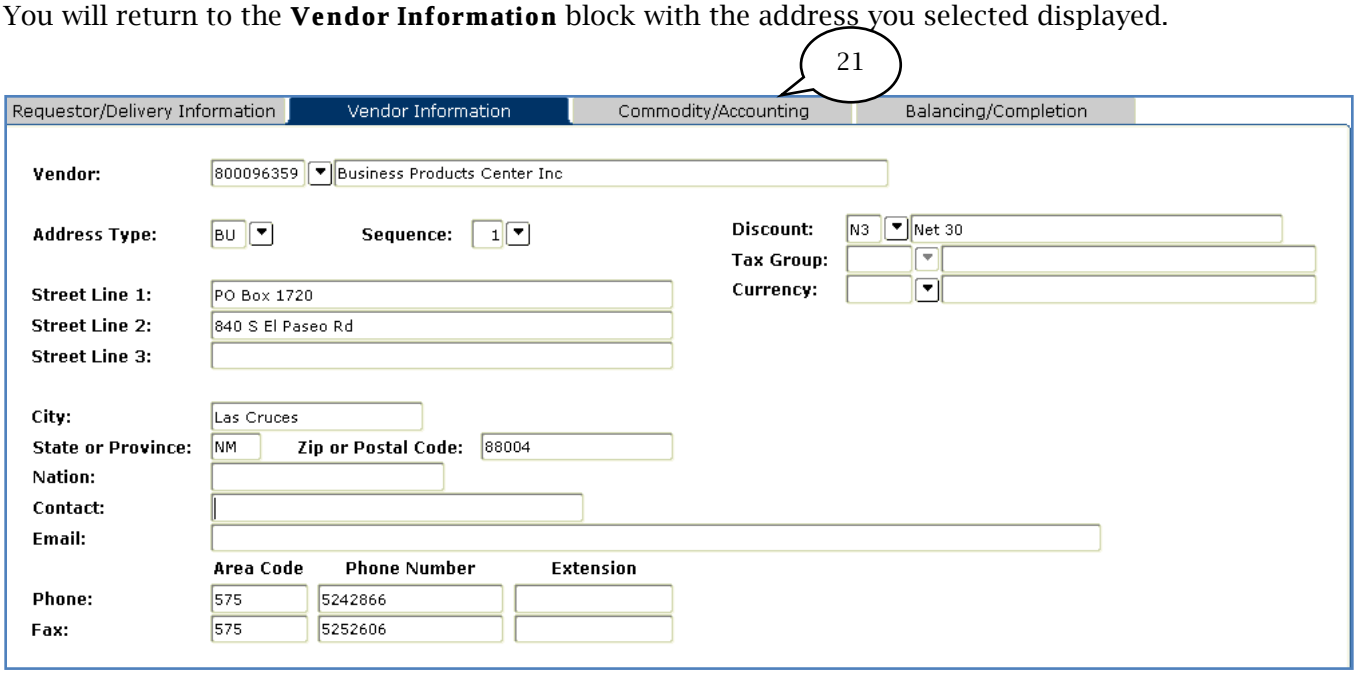
***BU** Address Type represents the Business Address. **BI** represents the Billing Address. Always use the **BU** address when completing the requisition.*

The **Vendor Address** block will be displayed.



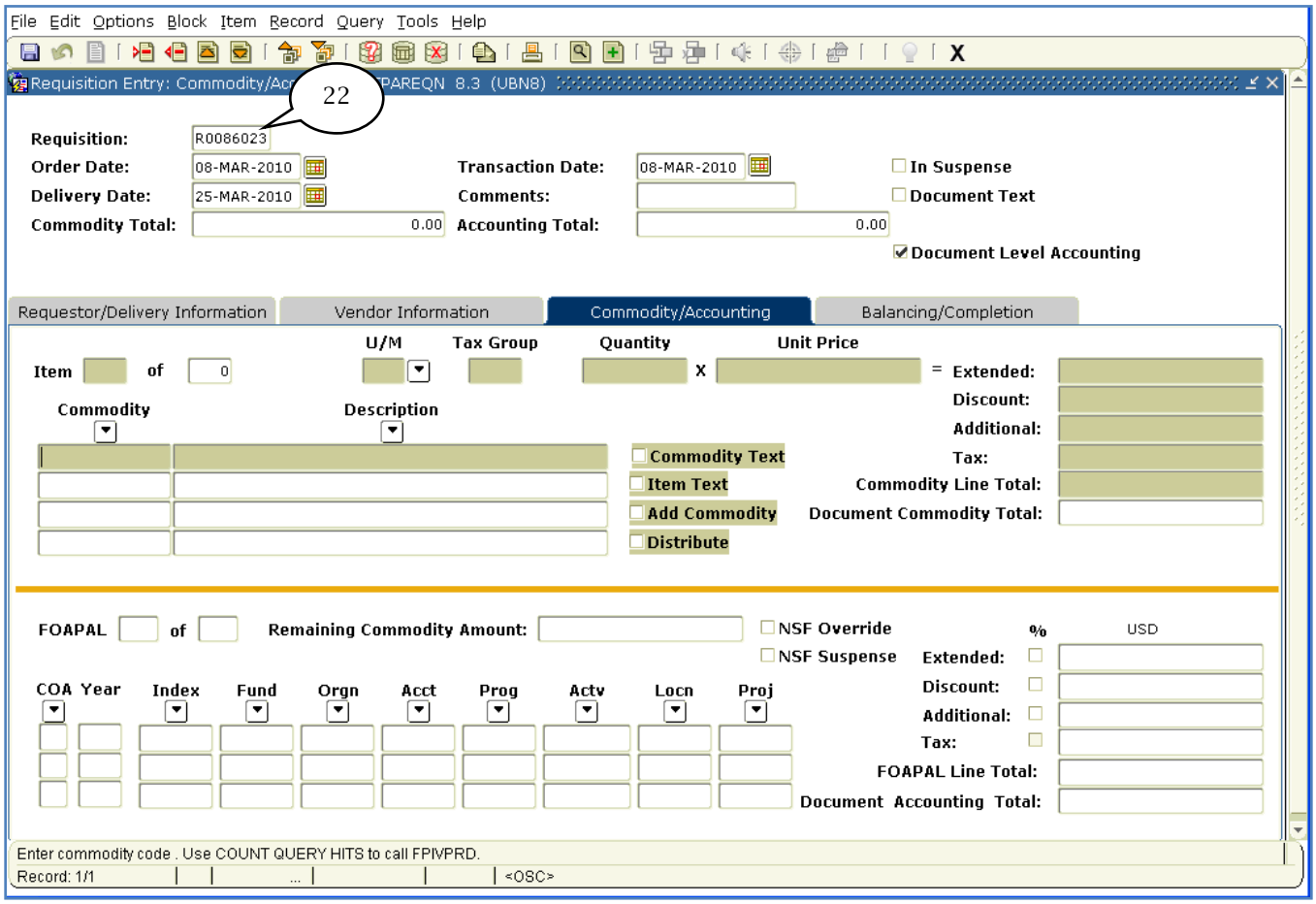
19. Use the scroll bar to display additional addresses.
20. When the correct address is displayed, double click in the **Address Type** field to select it.

You will return to the **Vendor Information** block with the address you selected displayed.



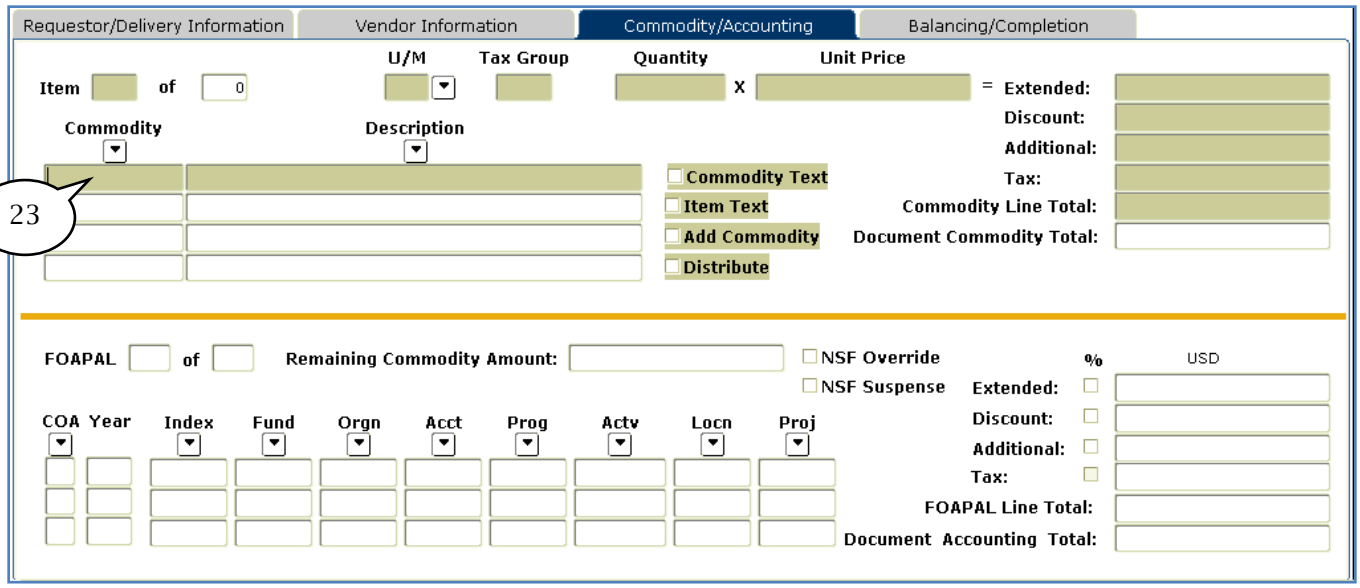
21. Click on the **Next Block** button or click on the **Commodity/Accounting** page tab.

The **Commodity/Accounting** block will be displayed.

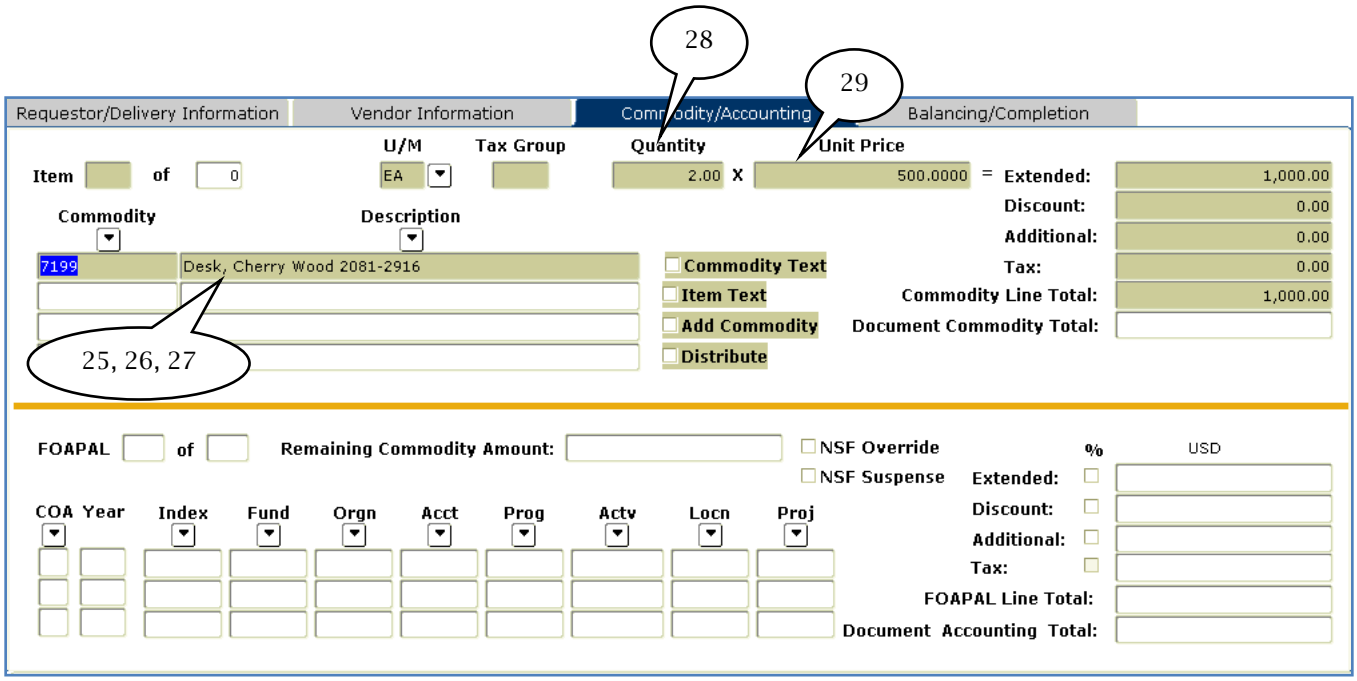


22. The **Requisition** number has been generated. Record this number on the **Finance Log** (see Appendix A). Note: The Requisition number will not be the Purchase Order number.

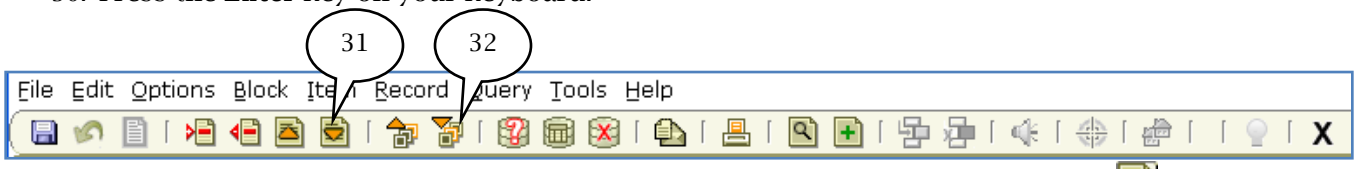
The remaining steps of this process assign FOAP(s) to all of the commodities on the requisition as a whole. All commodities are entered first, then the applicable FOAP(s).



23. If you know the applicable **Commodity Code**, enter it.
24. If you do not know the applicable **Commodity Code,** refer to the **Commodity Codes Lookup** in the ***Banner Information*** section of the Business and Finance Office web page.



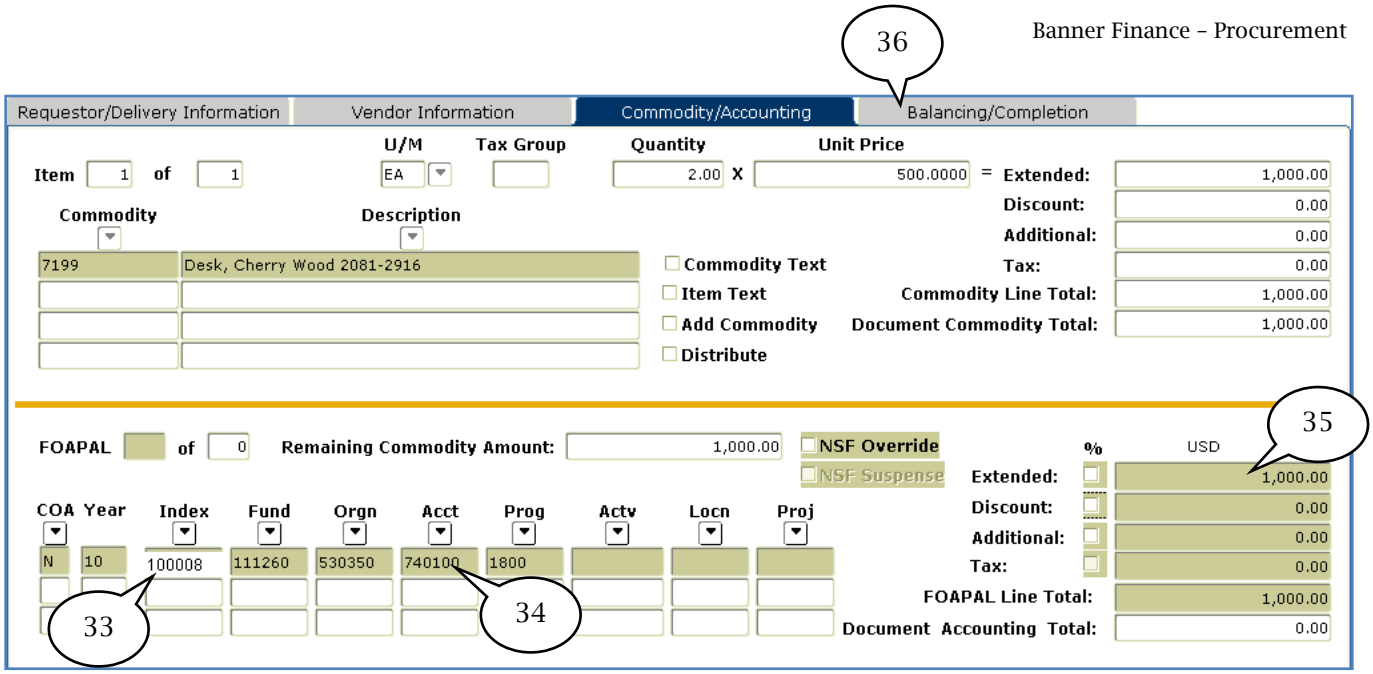
25. Press the **Tab** key to move to the **Description** field.
26. Delete the default entry.
27. Enter a nomenclature, detailed description of the item followed by the item number. *If the item description requires more than one line, refer to the **Item Text** section of this manual for instructions on entering a detailed description.*
28. Click in the **Quantity** field and type the quantity.
29. Click in the **Unit Price** field and type the unit price of the item.
30. Press the **Enter** key on your keyboard.



31. If there are additional items for this request, click on the **Next Record** button and repeat steps 22 through 29 until you have entered them all.
32. Click on the **Next Block** button to move to the **FOAPAL** block.

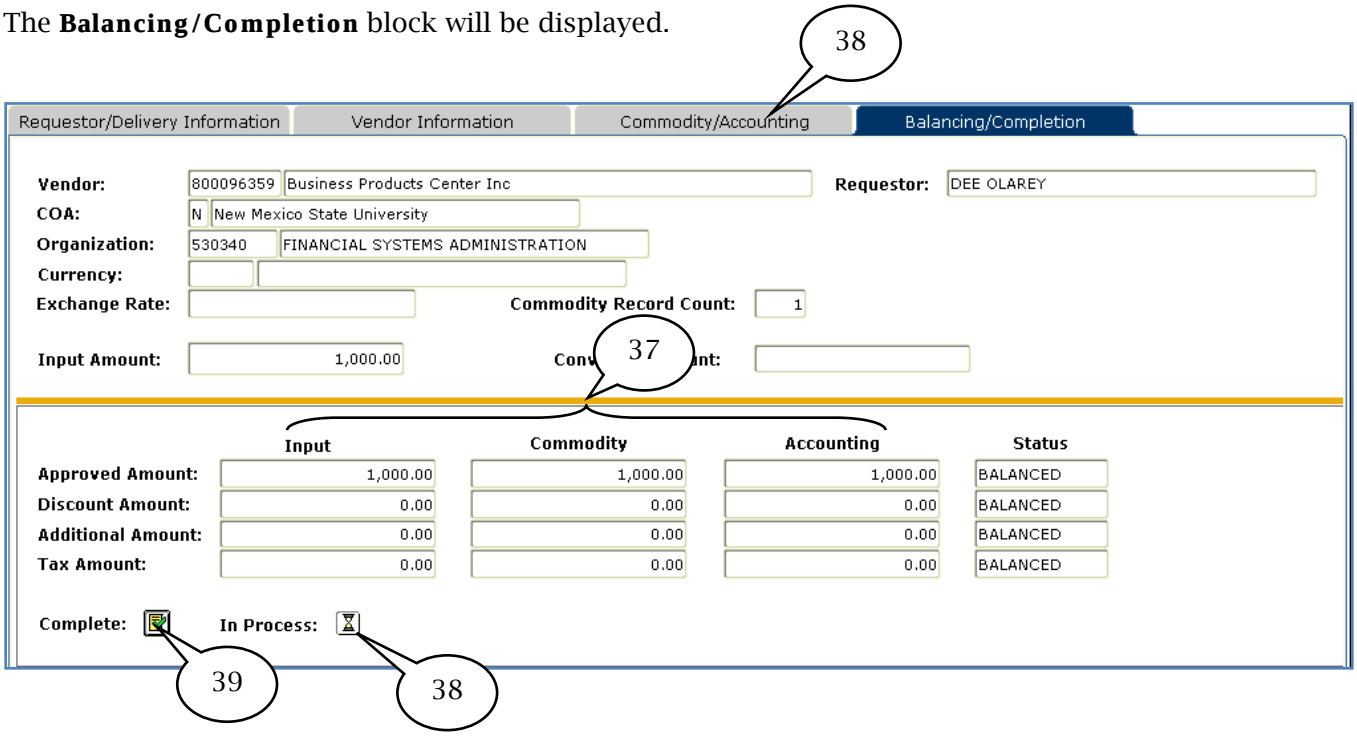
Team Tip:

*You must enter document text if you are using funds from a federally funded grant or contract for this requisition. See the **Document Text** section of this manual for more information. To enter more description on a commodity refer to the **Item Text** section of this manual.*



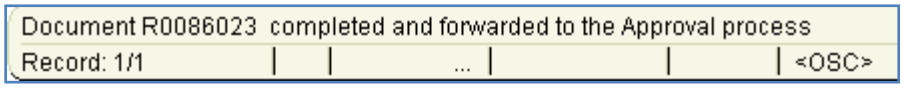
33. Enter the **Index** code.
34. Enter the **Account** code.
35. Enter the amount under the USD column or tab through for the amount to default into the record.
36. Click on the **Next Block** button or click on the **Balancing/Completion** page tab.

The **Balancing/Completion** block will be displayed.



37. Review the **Input**, **Commodity**, and **Accounting** amounts.
38. If the **Status** of any of the subtotals is not **BALANCED**, you can:
    a. Click on the **Commodity/Accounting** page tab to return to the **Commodity/Accounting** block; or,
    b. Click on the **In Process** button to save the requisition to return to it at a later time.
39. If the **Status** of each subtotal is **BALANCED**, click on the **Complete** button to submit the requisition for approval.

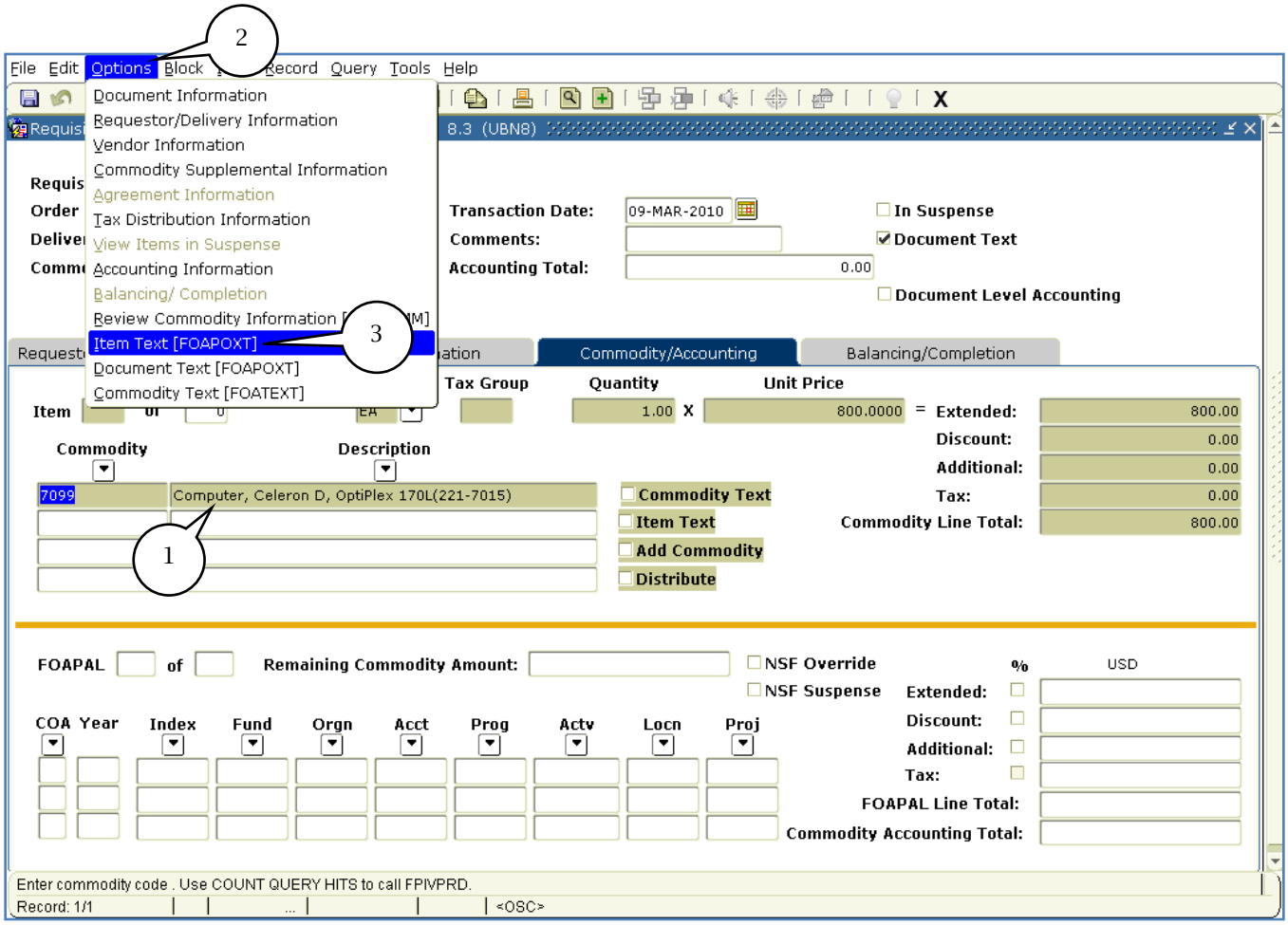
    a. After you click on the **Complete** button, you will return to a blank **Requisition** form **FPAREQN**.



    b. The **Auto Hint** line will display a message that your requisition has been completed and forwarded to the approval process.

Item Text

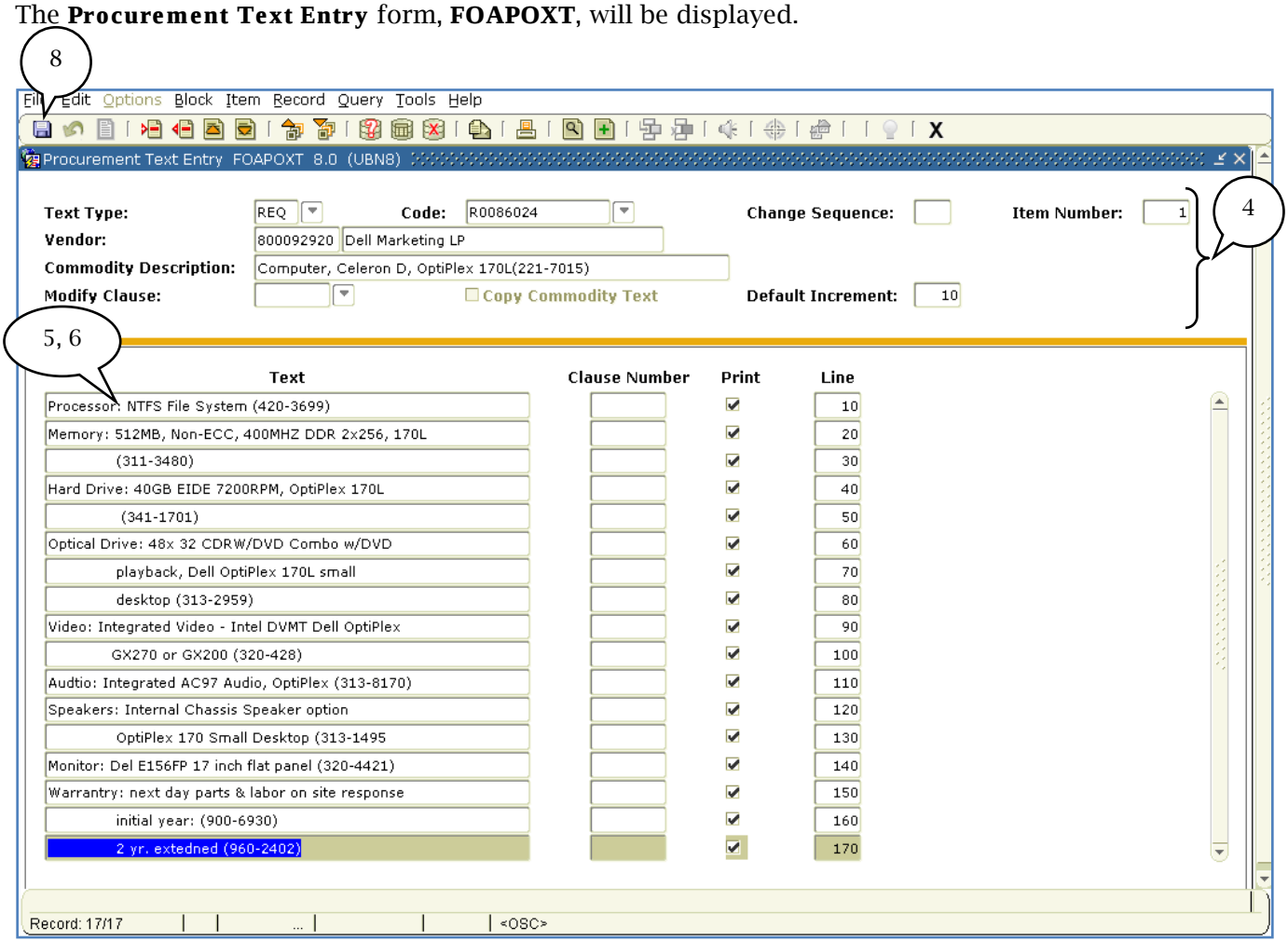
Item text is used when there is not enough space in the description field to enter the whole description of the item being ordered. The text that you enter is specific to the commodity item and prints as a continuation of the commodity description on a purchase order.



1. Click in the **Commodity** field or the **Description** field of the commodity for which you are entering item text to highlight it.
2. Click on the **Options** menu.
3. Click on **Item Text [FOAPOXT]**.

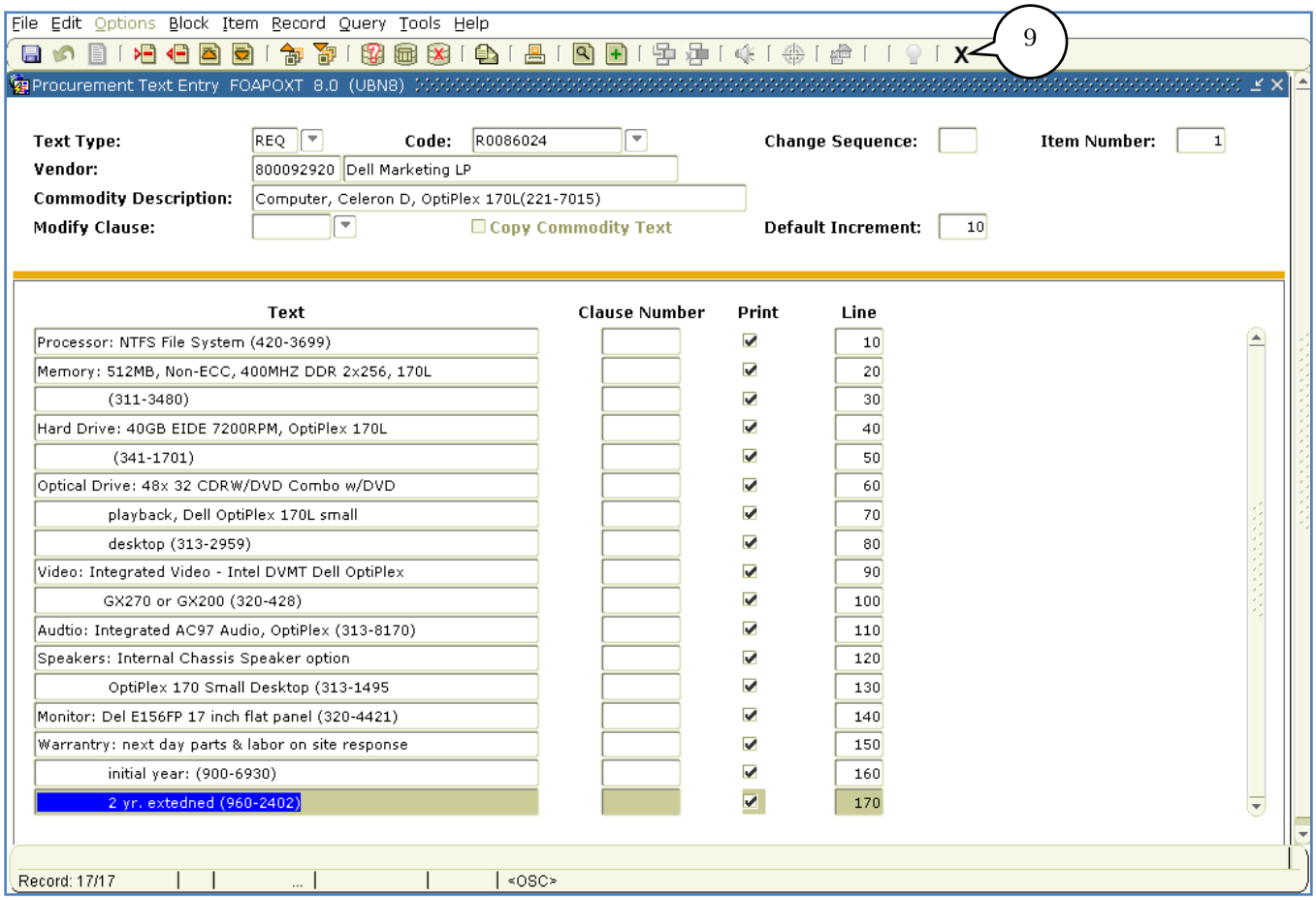
***Item text** should only be used to enter descriptions of specific commodity items. To enter text that applies to the entire requisition (contract or grant number, delivery instructions, etc.); refer to the **Document Text** section of this manual.*

The **Procurement Text Entry** form, **FOAPOXT**, will be displayed.


8
File Edit Options Block Item Record Query Tools Help
Procurement Text Entry FOAPOXT 8.0 (UBN8)
Text Type: REQ
Code: R0086024
Change Sequence:
Item Number: 1
Vendor: 800092920 Dell Marketing LP
Commodity Description: Computer, Celeron D, OptiPlex 170L(221-7015)
Modify Clause:
Copy Commodity Text
Default Increment: 10
4
5, 6
Text
Clause Number
Print
Line
Processor: NTFS File System (420-3699) 10
Memory: 512MB, Non-ECC, 400MHZ DDR 2x256, 170L 20
(311-3480) 30
Hard Drive: 40GB EIDE 7200RPM, OptiPlex 170L 40
(341-1701) 50
Optical Drive: 48x 32 CDRW/DVD Combo w/DVD 60
playback, Dell OptiPlex 170L small 70
desktop (313-2959) 80
Video: Integrated Video - Intel DVMT Dell OptiPlex 90
GX270 or GX200 (320-428) 100
Audtio: Integrated AC97 Audio, OptiPlex (313-8170) 110
Speakers: Internal Chassis Speaker option 120
OptiPlex 170 Small Desktop (313-1495 130
Monitor: Del E156FP 17 inch flat panel (320-4421) 140
Warrantry: next day parts & labor on site response 150
initial year: (900-6930) 160
2 yr. extedned (960-2402) 170
Record: 17/17
<OSC>

4. Review your commodity information to ensure that you have selected the correct one.
5. Click on the first **Text** line.
6. Enter the first line of additional text.
7. To enter additional text, click on the next **Text** line or press the **Down Arrow** key on the keyboard.
8. When you are finished entering item text, click on the **Save** button.

The **Auto Hint** line will display the message, "**Transaction complete: XX records applied and saved**" (**XX** represents the number of lines of text you entered).


File Edit Options Block Item Record Query Tools Help
9
Procurement Text Entry FOAPOXT 8.0 (UBN8)
Text Type: REQ
Code: R0086024
Change Sequence:
Item Number: 1
Vendor: 800092920 Dell Marketing LP
Commodity Description: Computer, Celeron D, OptiPlex 170L(221-7015)
Modify Clause:
Copy Commodity Text
Default Increment: 10
Text
Clause Number
Print
Line
Processor: NTFS File System (420-3699) 10
Memory: 512MB, Non-ECC, 400MHZ DDR 2x256, 170L 20
(311-3480) 30
Hard Drive: 40GB EIDE 7200RPM, OptiPlex 170L 40
(341-1701) 50
Optical Drive: 48x 32 CDRW/DVD Combo w/DVD 60
playback, Dell OptiPlex 170L small 70
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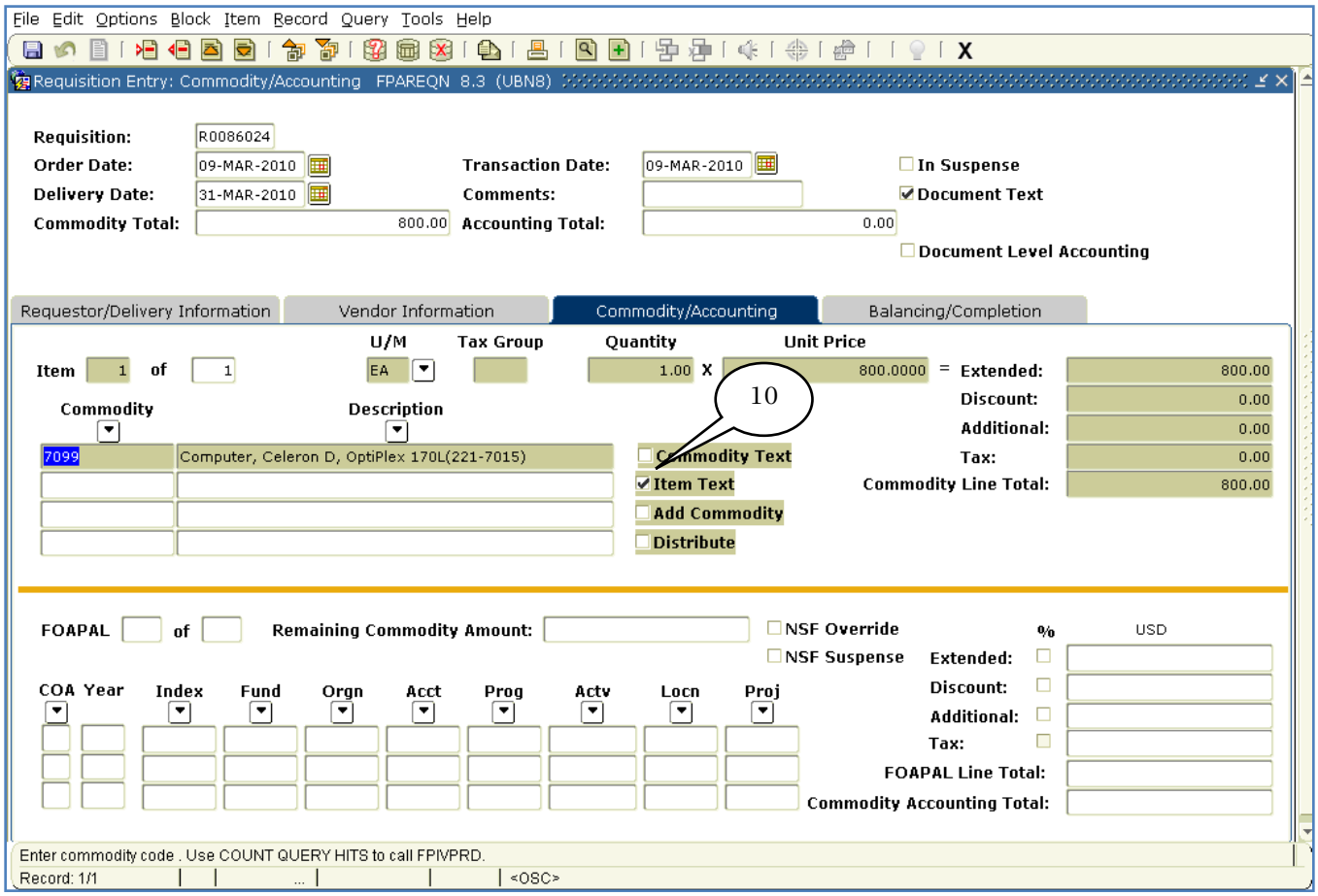
Video: Integrated Video - Intel DVMT Dell OptiPlex 90
GX270 or GX200 (320-428) 100
Audtio: Integrated AC97 Audio, OptiPlex (313-8170) 110
Speakers: Internal Chassis Speaker option 120
OptiPlex 170 Small Desktop (313-1495 130
Monitor: Del E156FP 17 inch flat panel (320-4421) 140
Warrantry: next day parts & labor on site response 150
initial year: (900-6930) 160
2 yr. extedned (960-2402) 170
Record: 17/17
<OSC>

9. Click on the **Exit** button X.

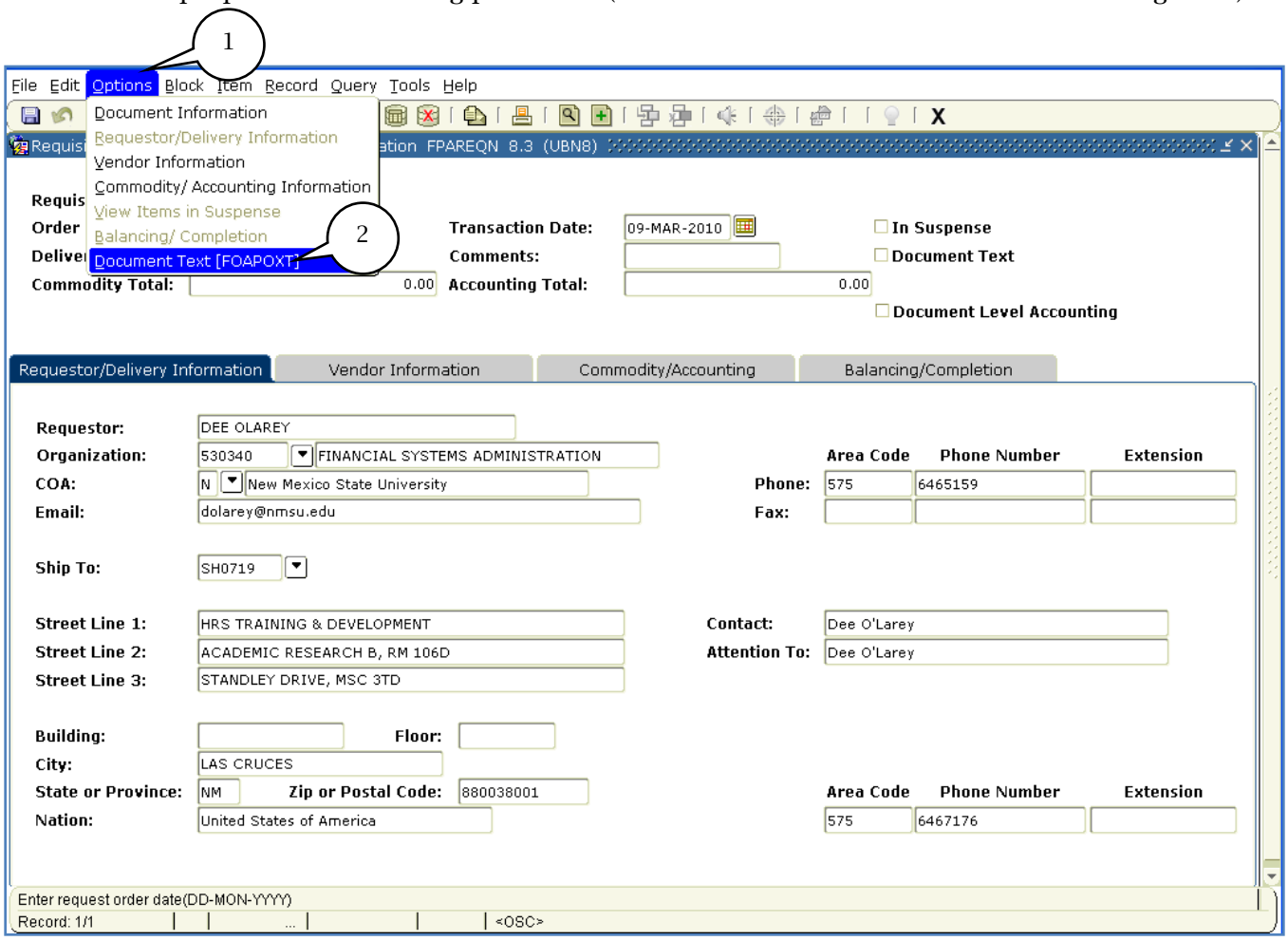
You will return to the **Commodity/Accounting** block of the **FPAREQN** form.

10. Notice that the **Item Text** checkbox has a check in it, indicating that the highlighted commodity has additional descriptive text. *If it does not have a check in it, you will need to repeat steps 1 thru 9.*
11. Proceed with creating your requisition as described in the **Creating a Requisition – Commodity-Level Accounting** or the **Creating a Requisition – Document-Level Accounting** section of this manual.



Document Text

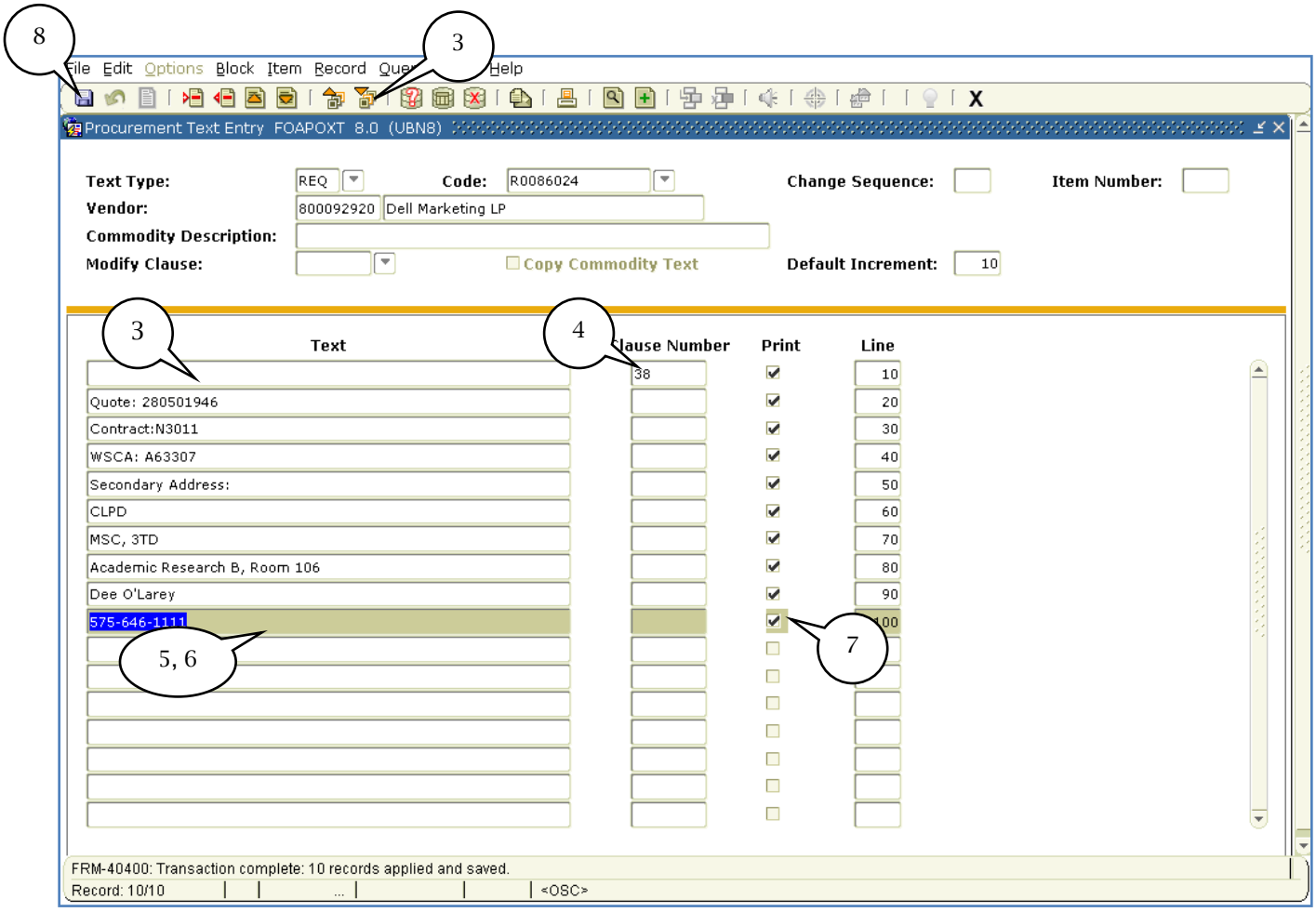
Document text is used to enter clause numbers, quote numbers, contract numbers, or delivery instructions that apply to the entire requisition (not a specific commodity item). When using restricted funds include purpose of items being purchased (how will items be used related to work being done).



1. Click on the **Options** menu.
2. Click on **Document Text [FOAPOXT]**.

***Document Text** should not be used to enter descriptions of specific commodity items being purchased. Refer to the **Item Text section** of the manual for information about entering extended item descriptions.*

The **Procurement Text Entry** form, **FOAPOXT**, will be displayed.

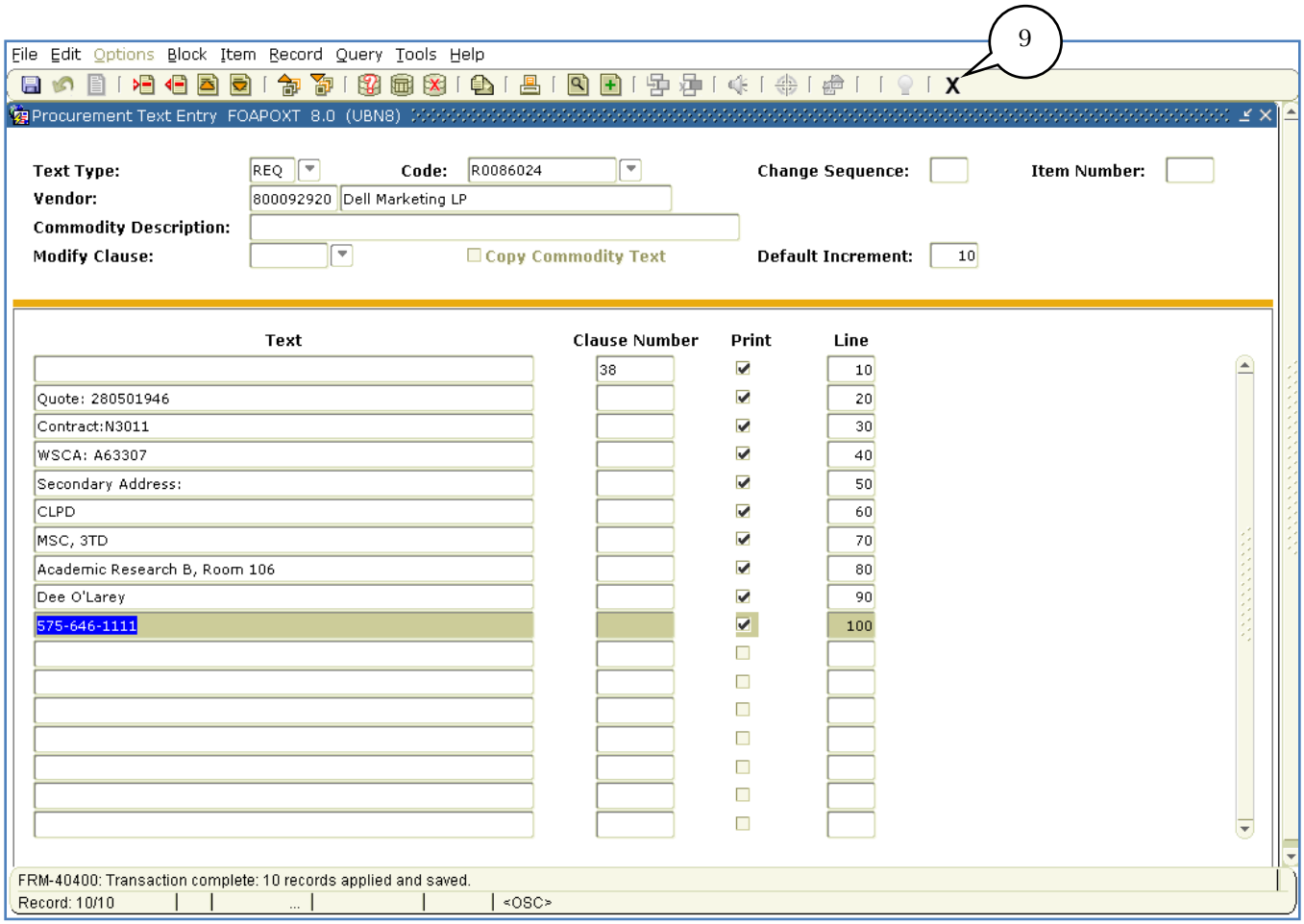


3. Click on the **Next Block** button or click on the first **Text** line.
4. To use a pre-defined text clause, type the clause number in the **Clause#** field. The clause will automatically print on the PO
    a. Do not enter both text and a clause number on the same line. This will overwrite the clause verbiage.
5. To enter your own text, type it in the **Text** field.
    a. Use separate lines when entering both clauses and document text.
    b. To place a blank line between text, enter a period (.) on the line and proceed to enter remaining text into the next line.
6. Click on the next **Text** line or press the **Down Arrow** key on the keyboard to move to enter additional text.
7. Each line that has a check in the **Print** box will print on the purchase order. If you enter text you do not wish to print on the purchase order, click on the check to remove it.
8. When you are finished entering document text, click on the **Save** button .

Team Tip:

*If a requisition is funded from a Federal grant, you must enter document text using clause **03**. If a requisition is funded from a Federal contract, enter clause **04**.*
When using funds from Federal grant or contract, review Purchase Requisition Decision Checklist 4.c "Are funds from Restricted accounts (grant or contracts)?" for additional required information.

The **Auto Hint** line will display the message, "**Transaction complete: XX records applied and saved**" (**XX** represents the number of lines of text you entered).



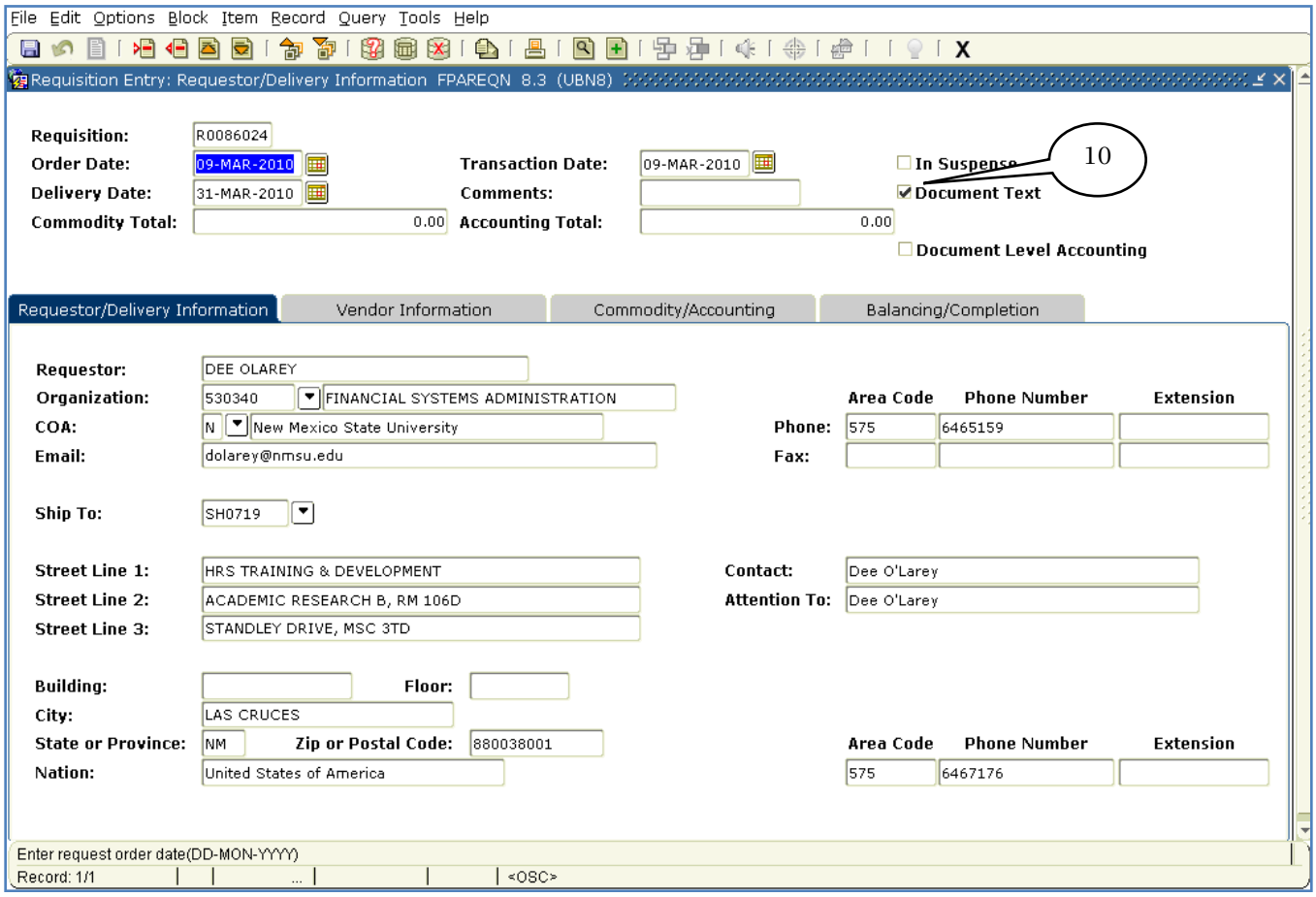
9. Click on the **Exit** button [X].

If a requisition has capital equipment on it, you must enter the following information as the first part of your document text:

Secondary Address:
Department
MSC
Building, Room number
Contact person
Phone number

If there is a quote for the requisition, enter the quote number as document text.

You will return to the **FPAREQN** form.



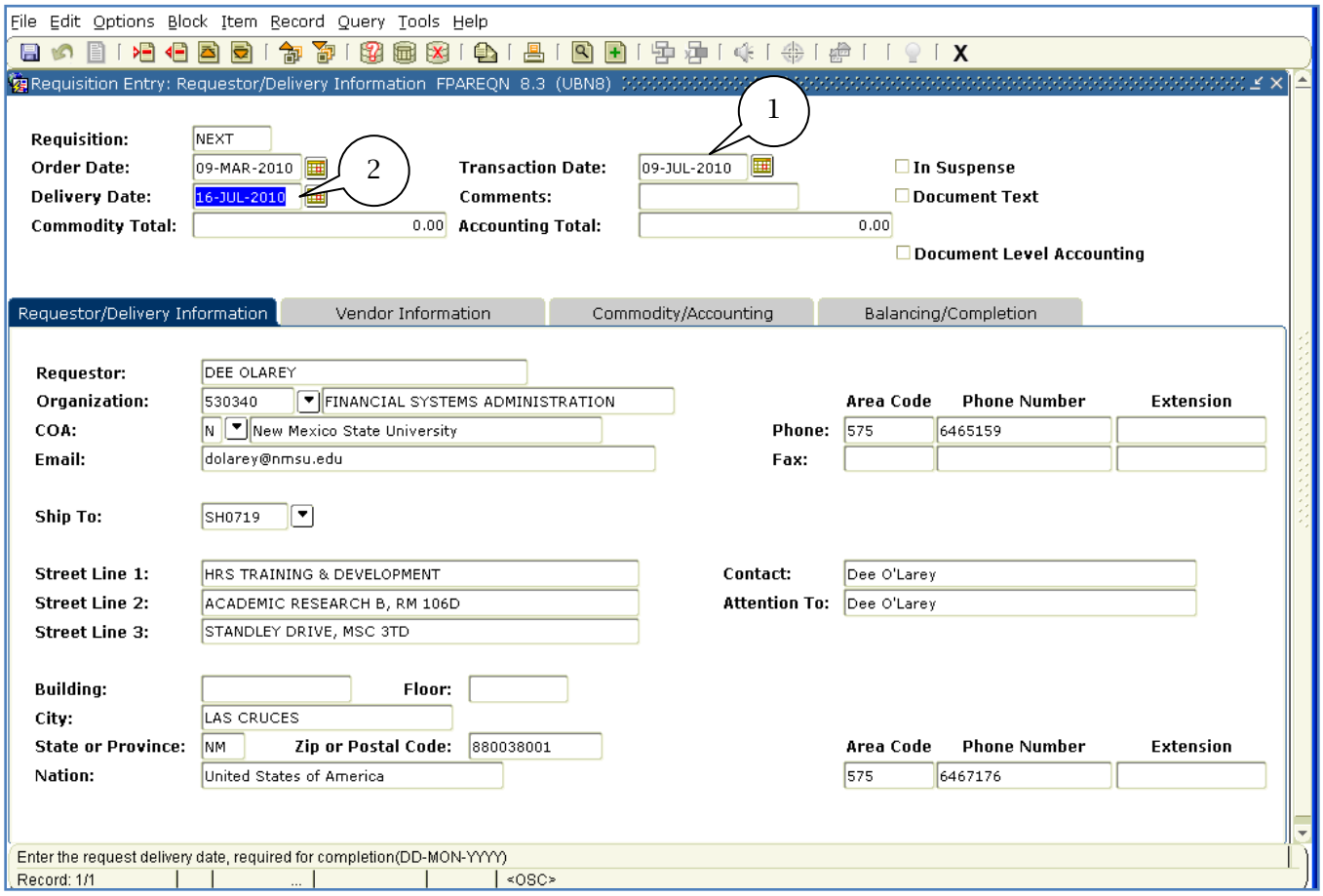
10. Notice that the **Document Text** checkbox has a check in it. *If it does not have a check in it, you will need to repeat steps 1 thru 9.*
11. Proceed with creating your requisition as described in the **Creating a Requisition – Commodity-Level Accounting** or the **Creating a Requisition – Document-Level Accounting** section of this manual.

Dual Year Processing

During the month of June, which is the last month of the fiscal year at NMSU, purchase requisitions can be entered for either the current or the upcoming fiscal year. This process is referred to as *dual year processing*.

Dual year processing is only open during the month of June.

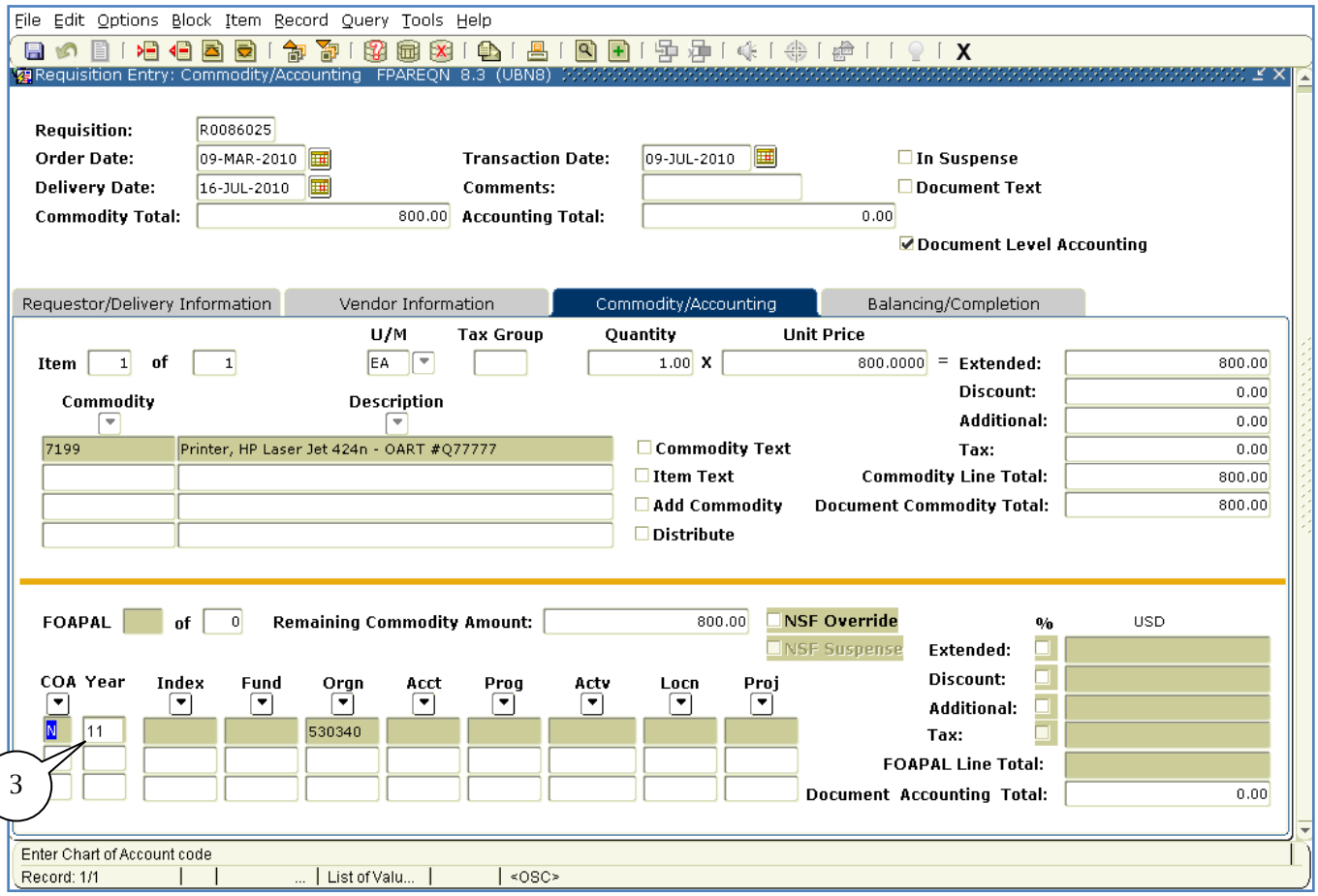
On the **Requisition Entry** form, **FPAREQN**, the following steps must be taken into account when entering requisitions for the upcoming fiscal year.



In the **Requestor/Delivery Information** block:

1. Change the **Transaction Date** to a date of July 1 or later.
2. Change the **Delivery Date** so that is later than the **Transaction Date**.

Continue the normal requisition entry steps until you reach the **Commodity/Accounting** block.



3. Ensure that the **Year** field in the **FOAPAL** block shows the upcoming fiscal year.

*During Dual Year Processing, use Document Text clause **08** if the order is to be delivered and invoiced **before July 1**.*

*Use Document Text clause **14** if the order is to be delivered and invoiced **after July 1**.*

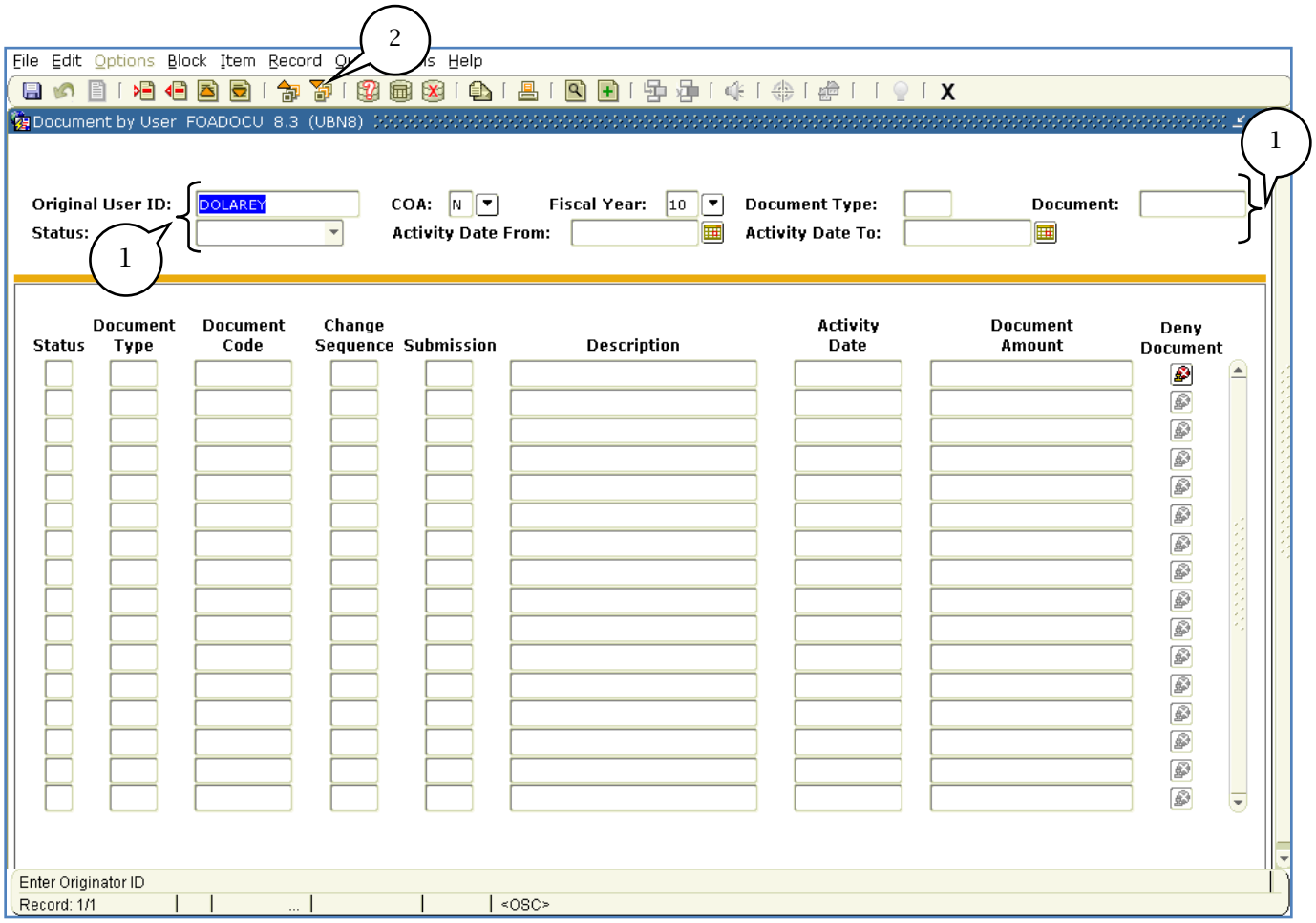
Reviewing Requisition Status

Document by User Form FOADOCU

View the status of requisitions you or someone else has created using the **Document by User** form, **FOADOCU**.

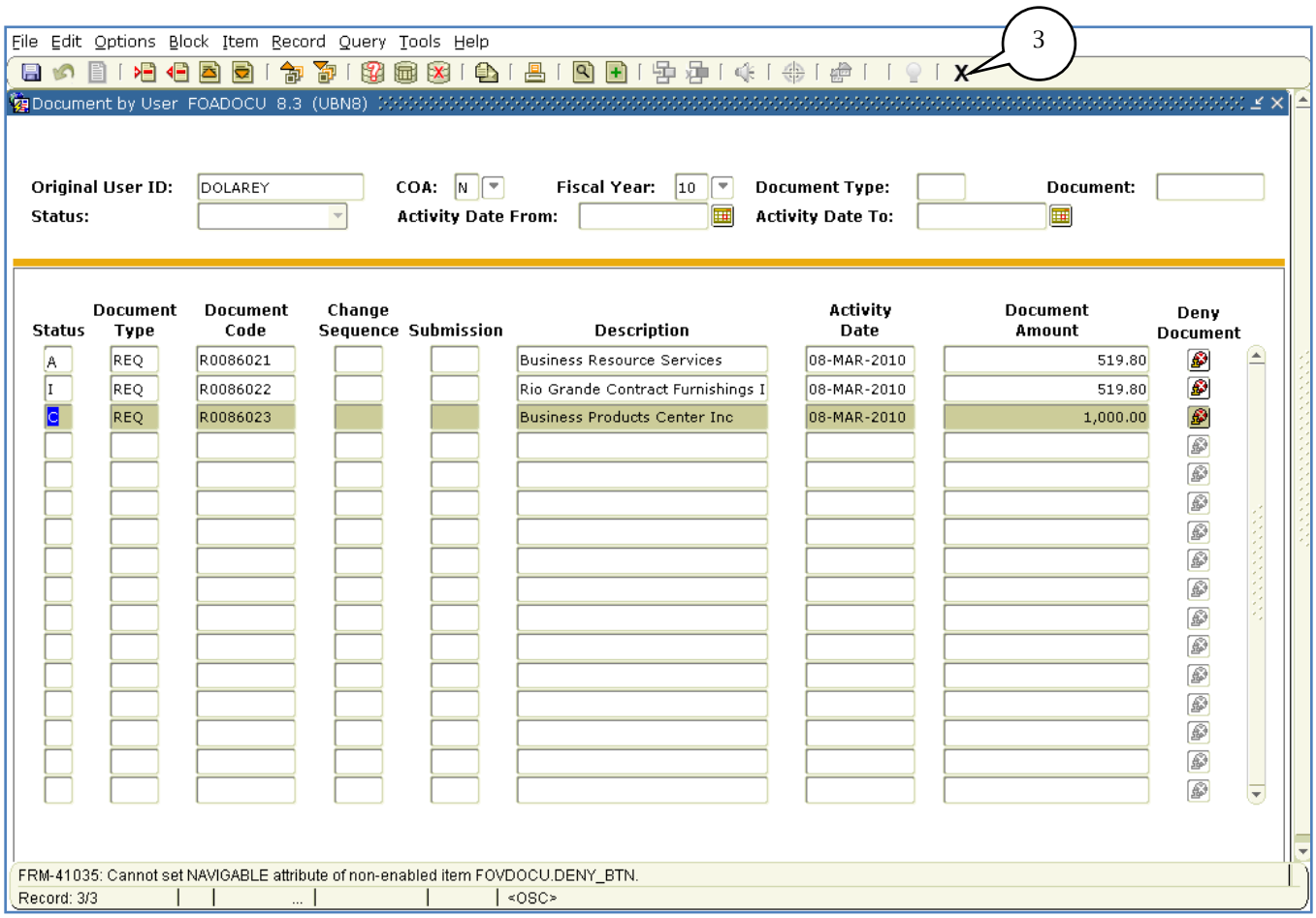
Access the **Document by User** form from the **General Menu** or by entering **FOADOCU** in the Direct Access **Go To...** field.

The **Document by User** form will be displayed.



1. Enter criteria to narrow down your query (display fewer records).
2. Click on the **Next Block** button .

Only documents that match your search criteria and created by the person whose user name is in the **Original User ID** field will be displayed.



Review the **Status** of the requisition. Values for the Status field are displayed in the **Auto Hint** line.

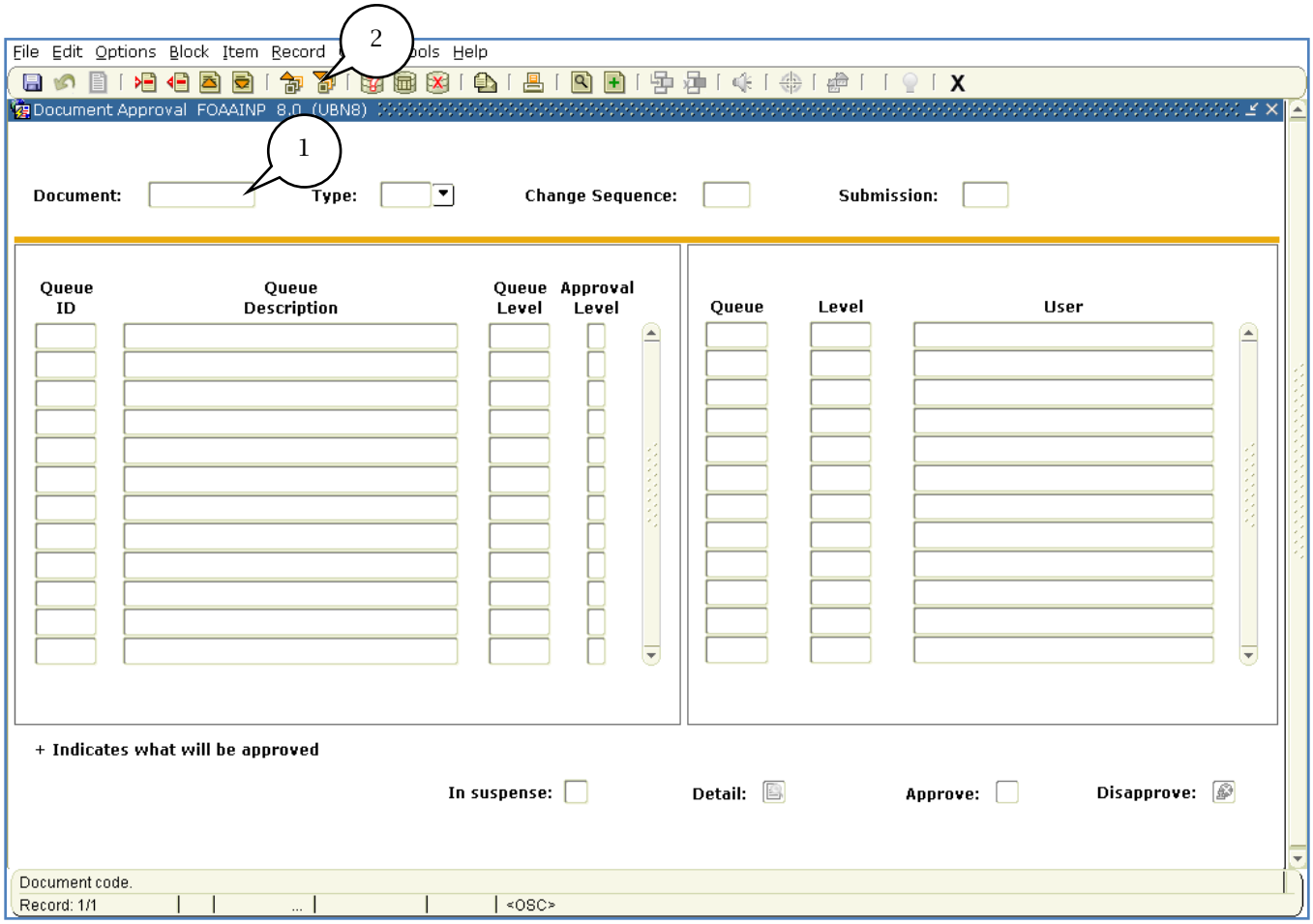
3. Click on the **Exit** button to return to the **General Menu**.

Document Approval form FOAAINP

The **Document Approval** form, **FOAAINP**, displays the remaining approval levels for a requisition.

To access the **Document Approval** form, type **FOAAINP** in the Direct Access **Go To...** field and press the **Enter** key.

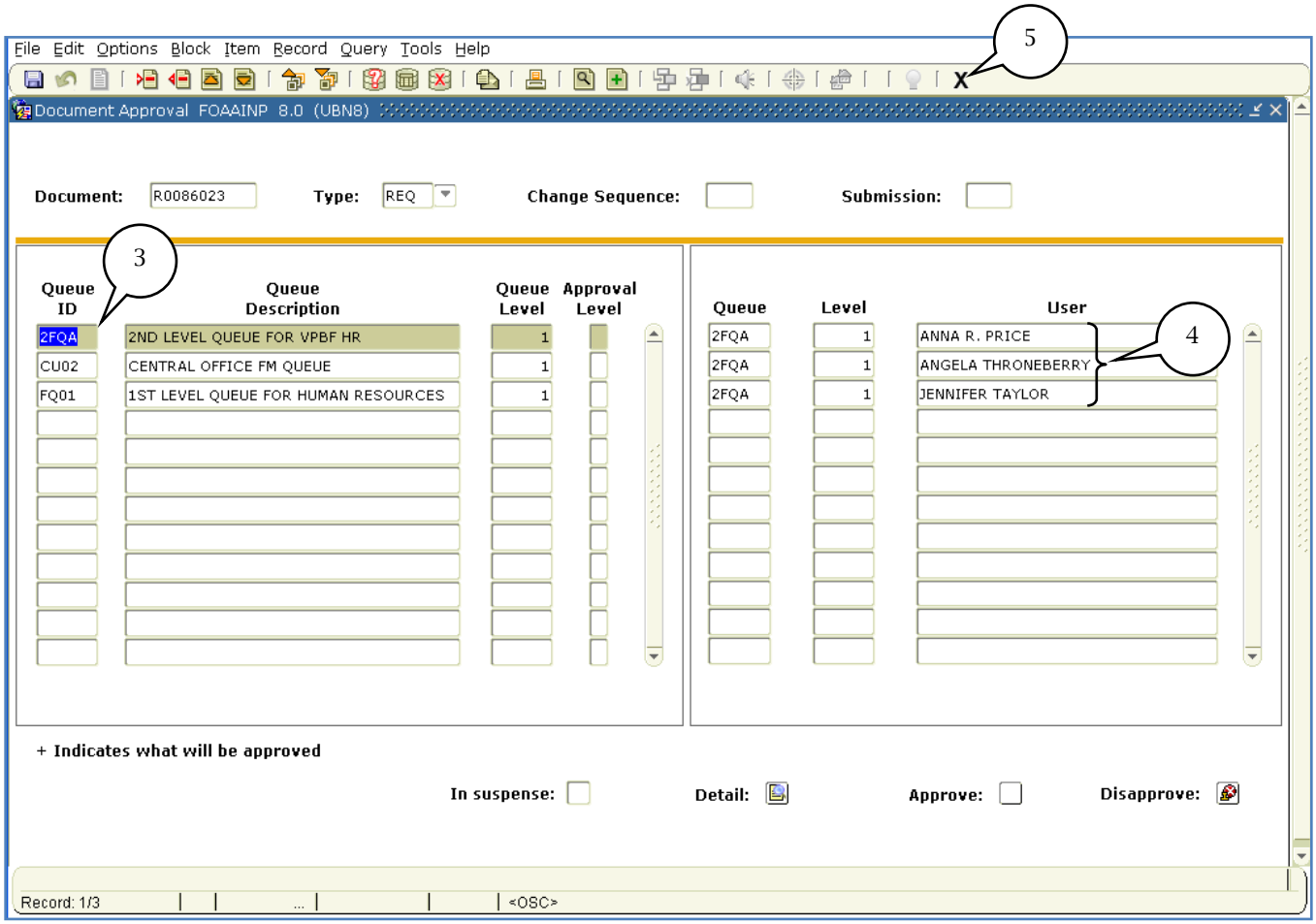
The **Document Approval** form will be displayed.



1. Type your requisition number in the **Document** field.
2. Click on the **Next Block** button .

*Only requisitions with a status of **C** ("Complete") can be viewed on this form. If a requisition is incomplete or if it has already been through all levels of approval, it will not be displayed. Use the **Document History** form, **FOIDOCH**, to check the requisition's status.*

The list of approval queues for this requisition will be displayed on the left side of the form.



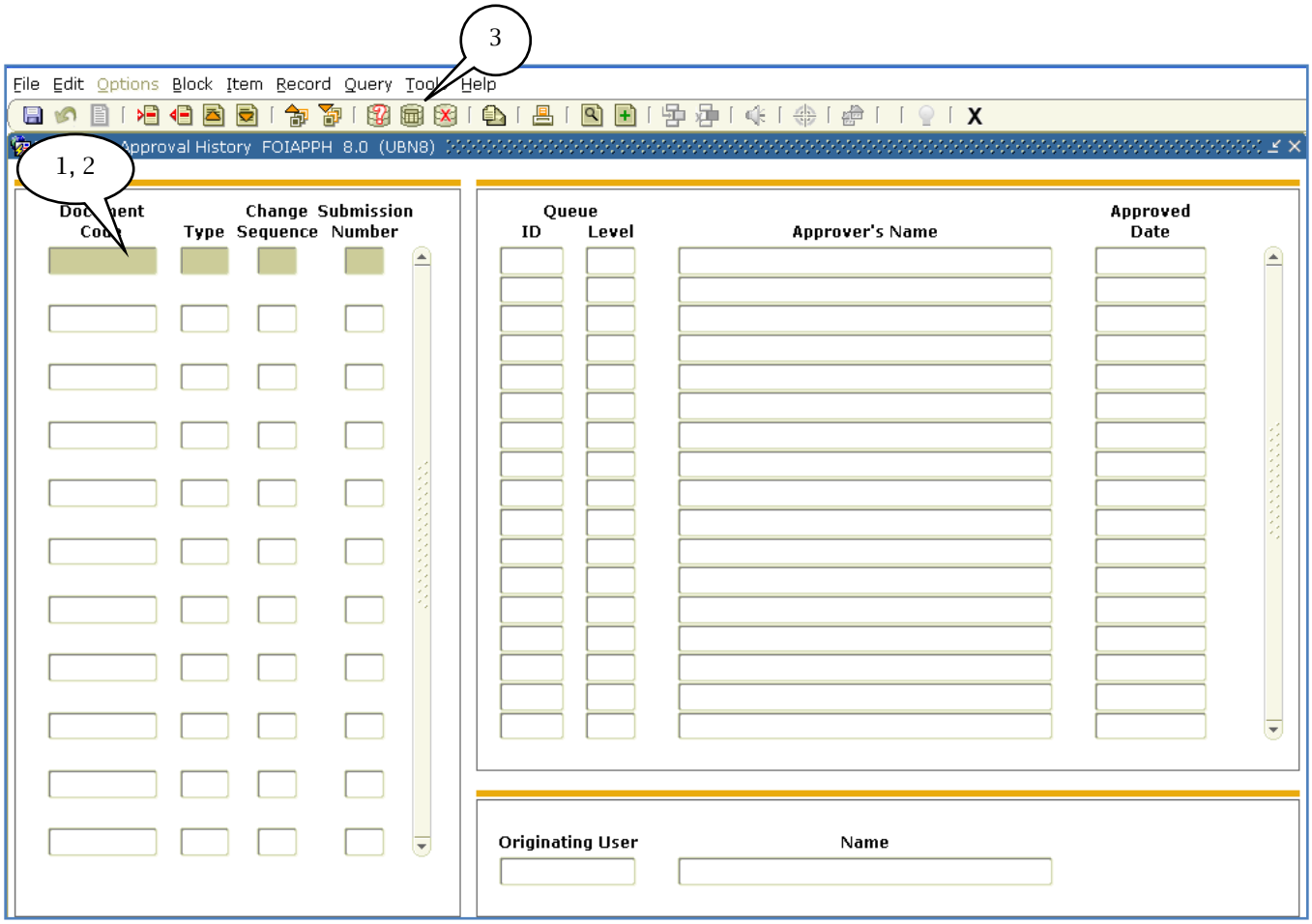
3. Click on the queue of interest to highlight it. Note: Only the remaining queues are displayed; once someone from a queue approves the requisition, that queue will no longer appear on this form.
4. The names of the potential approvers in the queue will be displayed on the right side of the form.
5. When you are finished reviewing the approval queues, click on the **Exit** button X to return to the **General Menu**.

*If you entered Indexes for more than one organization in the **FPAREQN** form, an approver from each organization must approve the requisition before a purchase order can be created.*

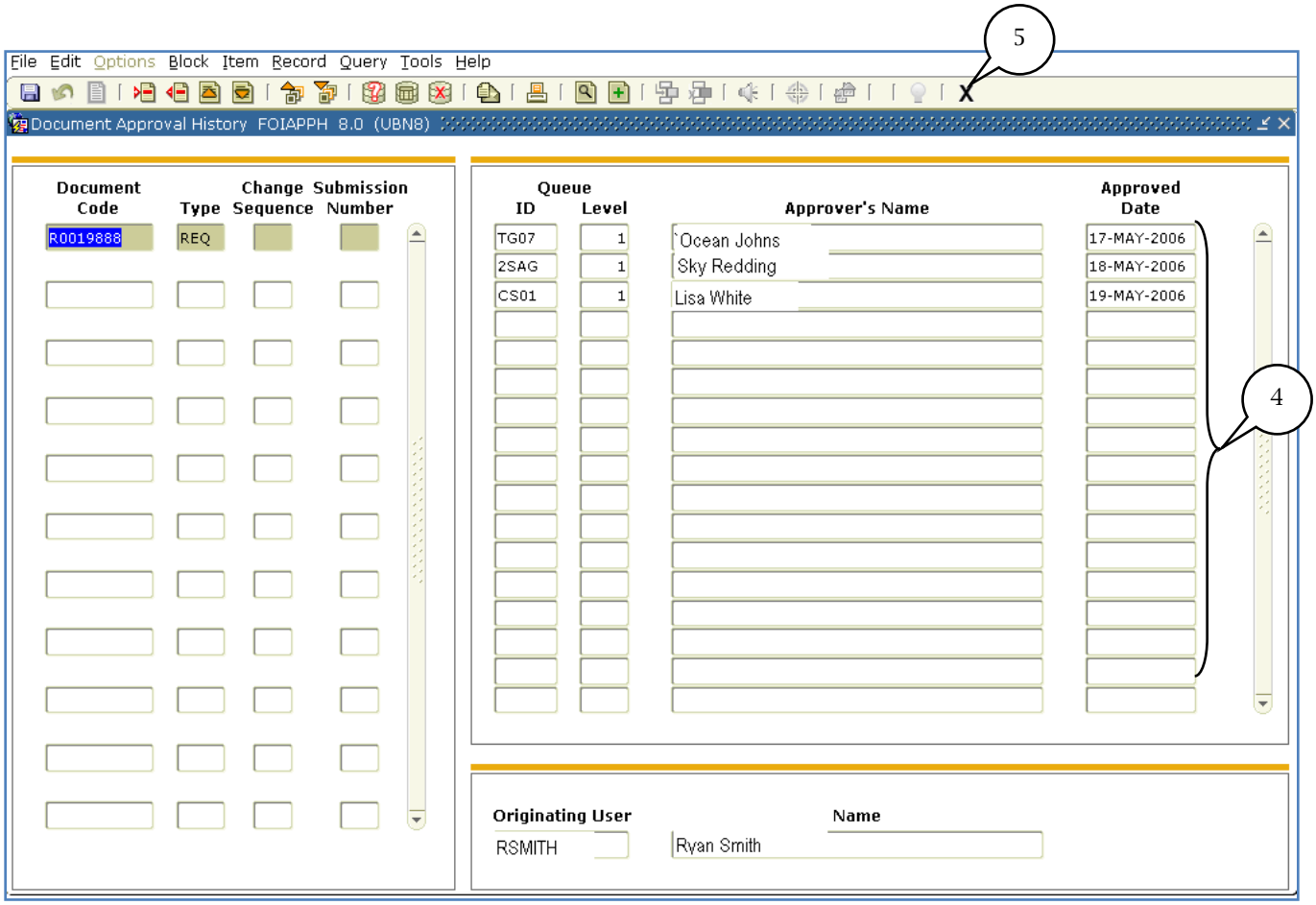
Document Approval History form FOIAPPH

The **Document Approval History** form, **FOIAPPH**, displays the approvers who have reviewed a specified document.

Access the **Document Approval History** form by entering **FOIAPPH** in the Direct Access **Go To...** field.



1. Click in the **Document Code** field on the first row.
2. Type the document number of the document for which you wish to view approval history and press the **Enter** key.
3. Click on the **Execute Query** button or press the **F8** key.

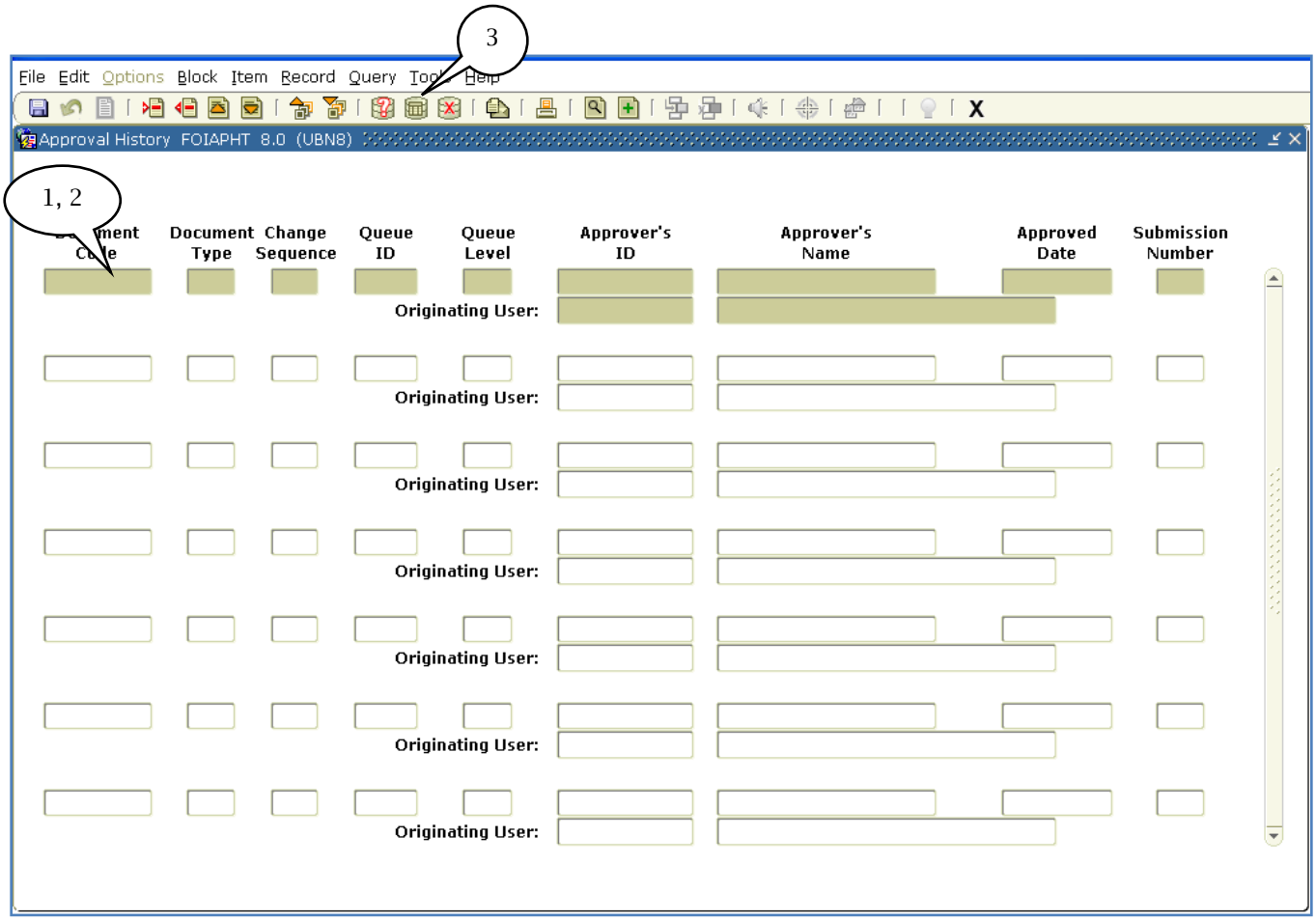


4. Approval history for the highlighted document will be displayed on the right side of the form:
   - Approver's Name
   - Approved Date
5. Click on the **Exit** button [X] to return to the **General Menu**.

Approval History form FOIAPHT

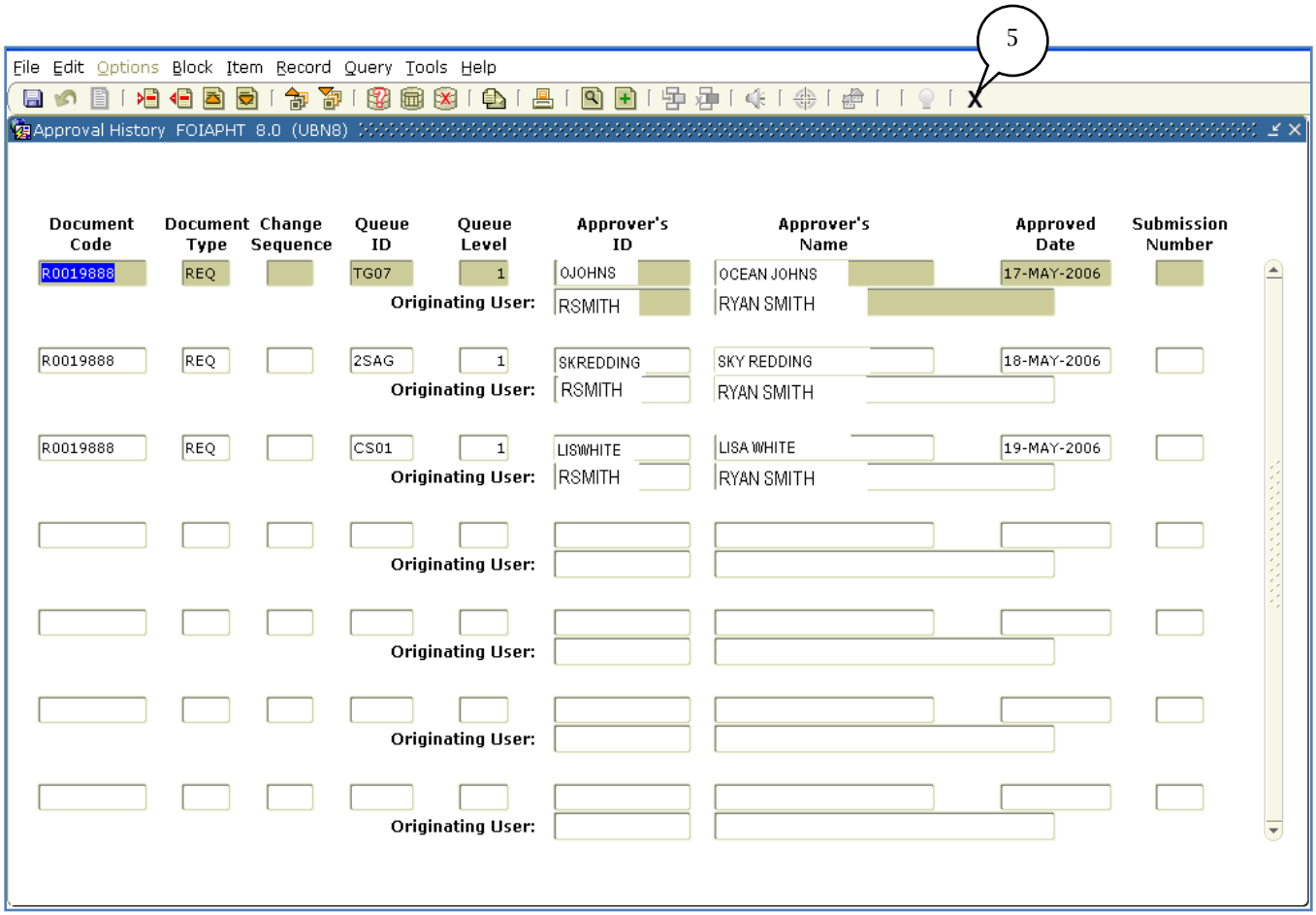
The **Approval History** form, **FOIAPHT**, provides an online display of a document's approval history, including the originator.

Access the **Approval History** form by entering **FOIAPHT** in the Direct Access **Go To...** field.



1. Click in the **Document Code** field on the first row.
2. Type the requisition number.
3. Click on the **Execute Query** button or press the **F8** key.

The approval history for the requisition will be displayed.



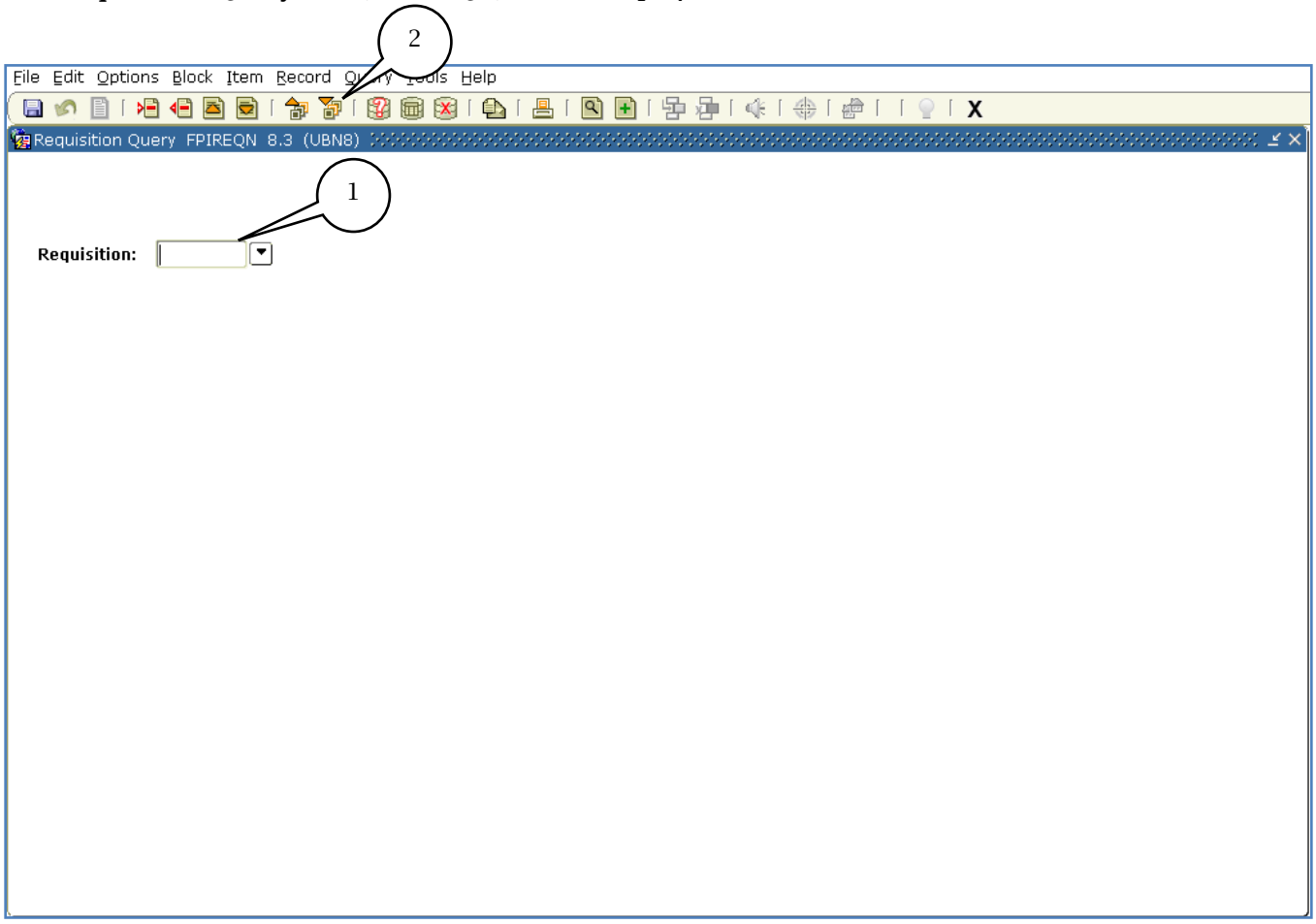
4. Review the requisition's history. Each level of approval will be listed separately.
5. Click on the **Exit** button [X] to return to the **General Menu** when you are finished.

Requisition Query form FPIREQN

Use the **Requisition Query** form, **FPIREQN**, to query and review requisition information.

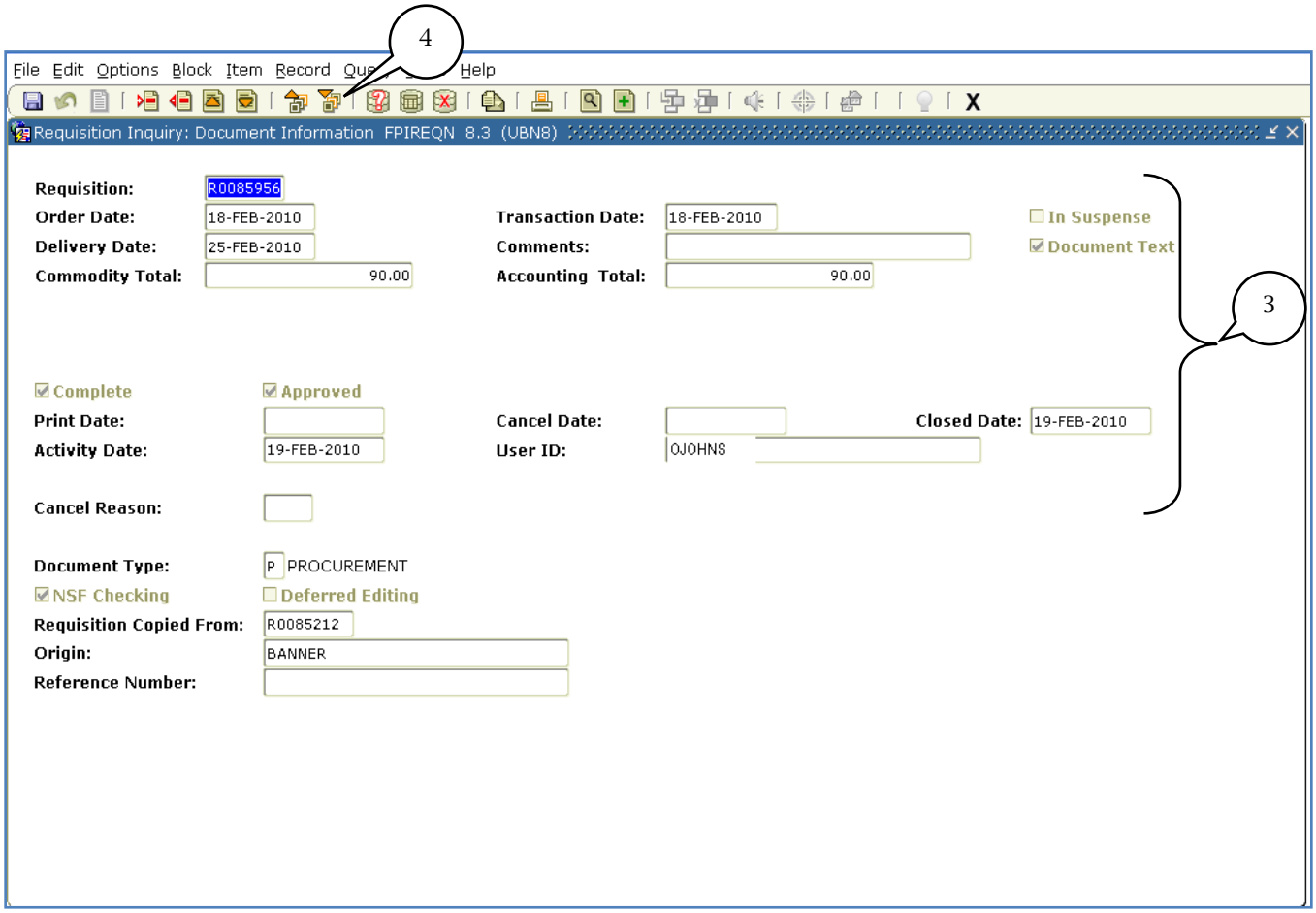
To access the **Requisition Query** form, type **FPIREQN** in the Direct Access **Go To...** field and press the **Enter** key.

The **Requisition Query** form, **FPIREQN**, will be displayed.



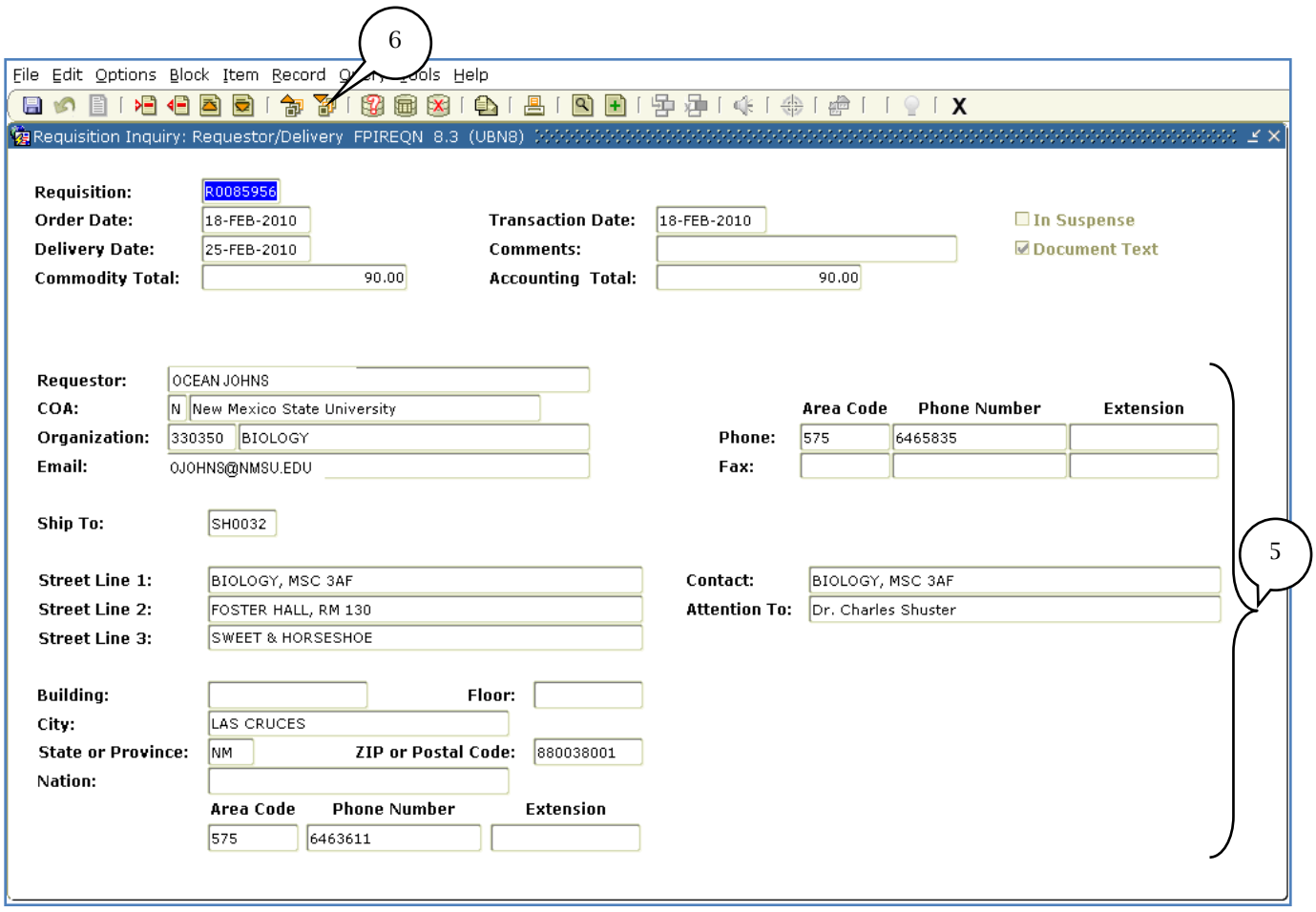
1. Type your requisition number in the **Requisition** field.
2. Click on the **Next Block** button.

The **Document Information** block will be displayed.



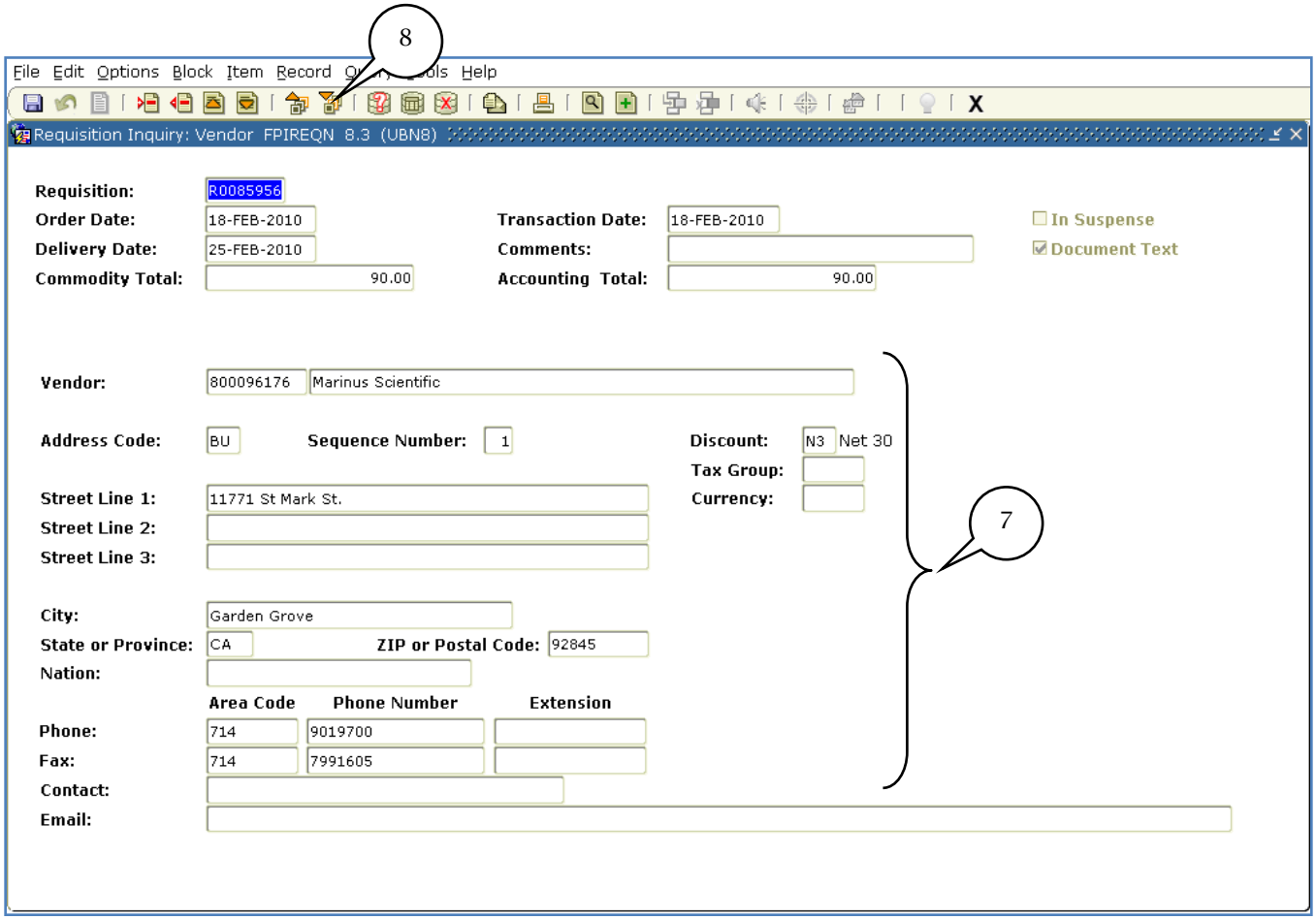
3. Review the information in this block:
   - Dates
   - Totals
   - Complete
   - Approved
   - Cancel Reason
4. Click on the **Next Block** button .

The **Requestor/Delivery** information block will be displayed.



5. Review the information in this block:
2. Requestor
3. Organization
4. Ship To information
5. Attention To
6. Click on the **Next Block** button .

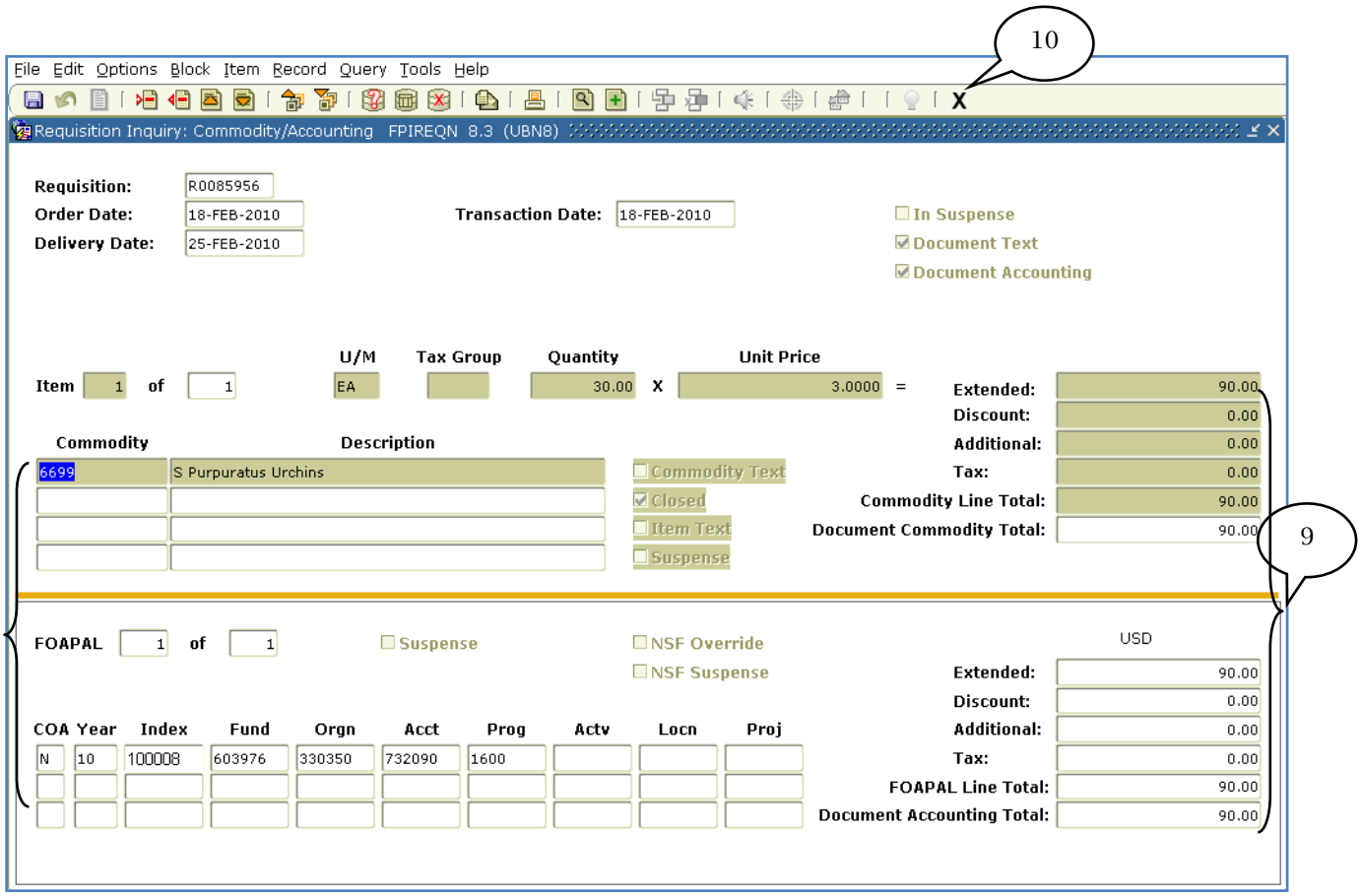
The **Vendor** information block will be displayed.



7. Review the information in this block:
6. Vendor ID and Name
7. Address information
8. Contact information
9. Discount information

8. Click on the **Next Block** button .

The **Commodity/Accounting** block will be displayed.



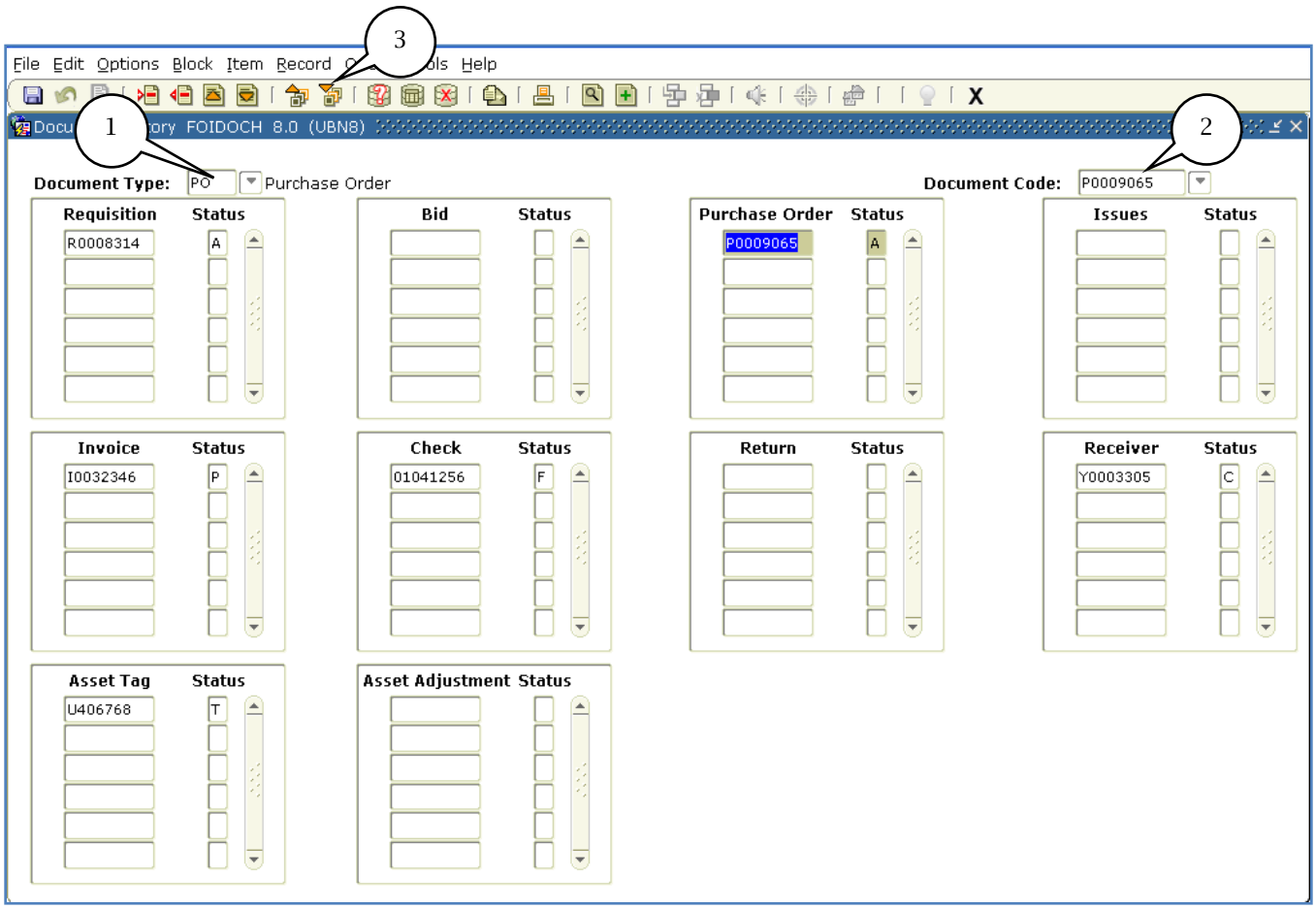
9. Review the information in this block:
10. Commodity codes
11. Prices
12. Extended costs
13. FOAP information

10. Click on the **Exit** button X when you are finished reviewing the requisition.

Document History form FOIDOCH

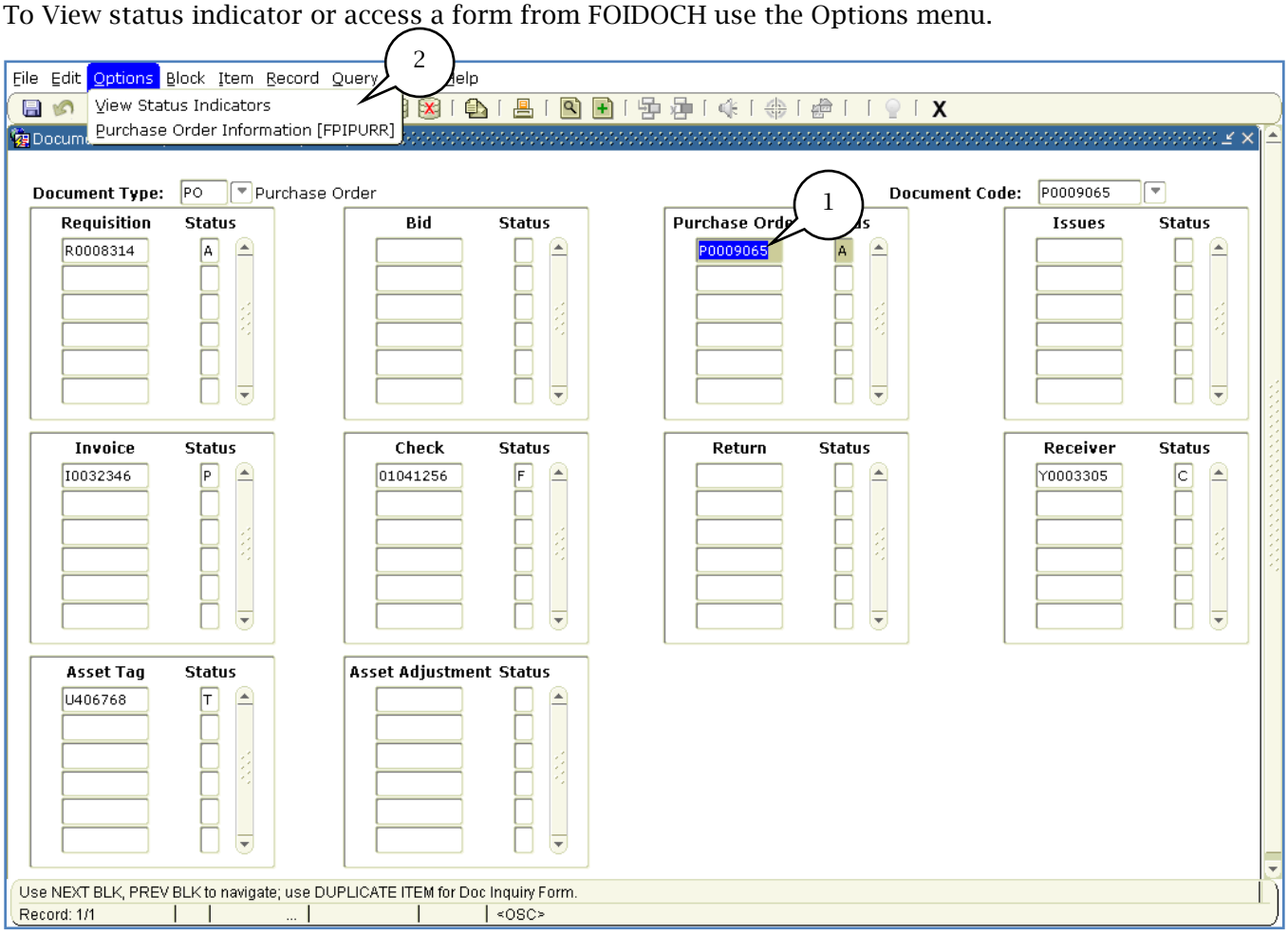
The **Document History** form, **FOIDOCH**, displays the processing history of purchasing and payment documents. It identifies and provides the status of all documents in the processing path for the document number you enter.

Access the **Document History** form by entering **FOIDOCH** in the Direct Access **Go To...** field.



1. Enter the document type in the **Doc Type** field.
2. Enter the document number in the **Document Code** field.
3. Click on the **Next Block** button .

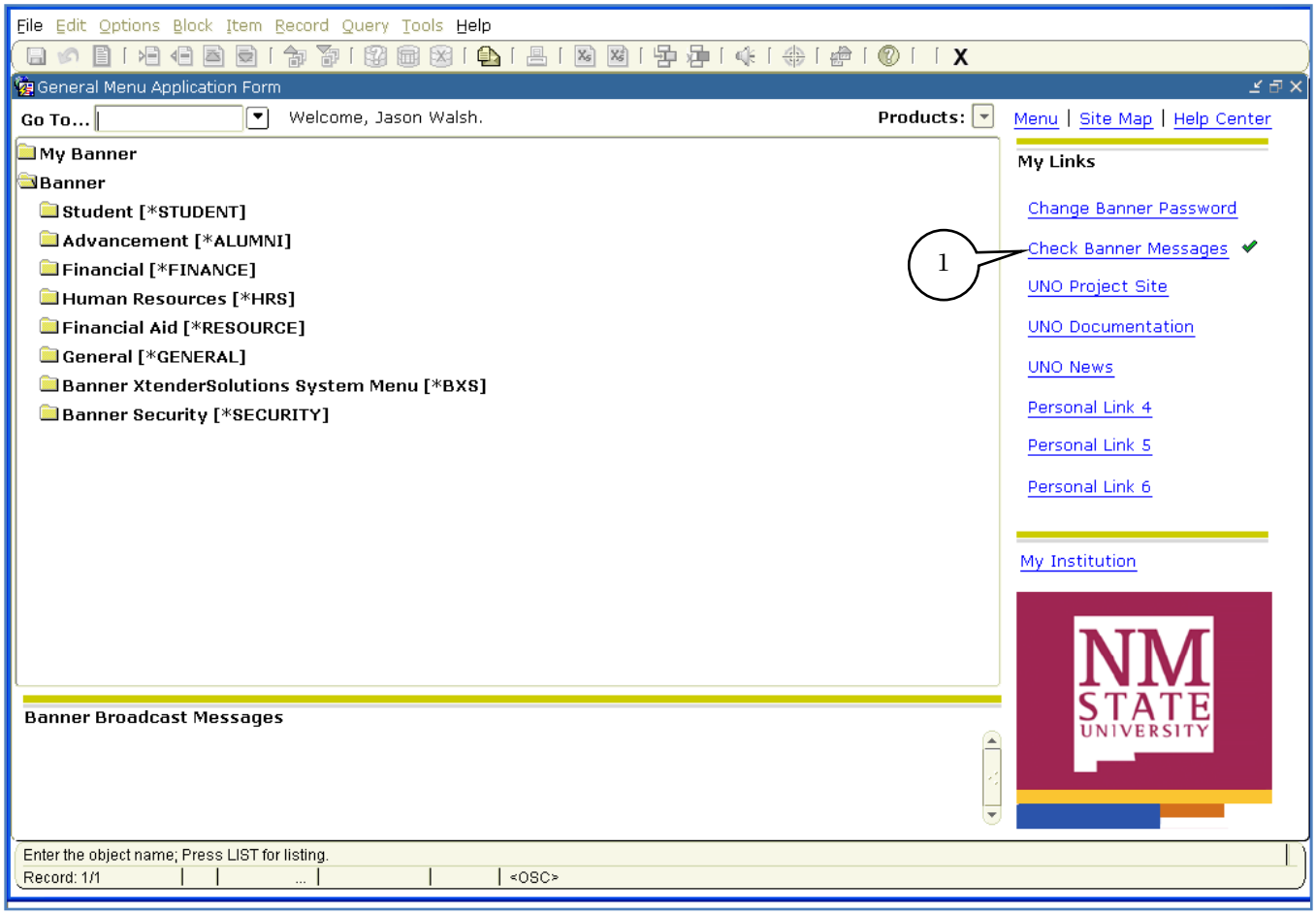
To View status indicator or access a form from FOIDOCH use the Options menu.



1. Highlight desired document.
2. Click on Options menu.
    - Select View Status to see Status options.
      Or
    - Drill down from options menu to display details for highlighted document.

Finance Messages

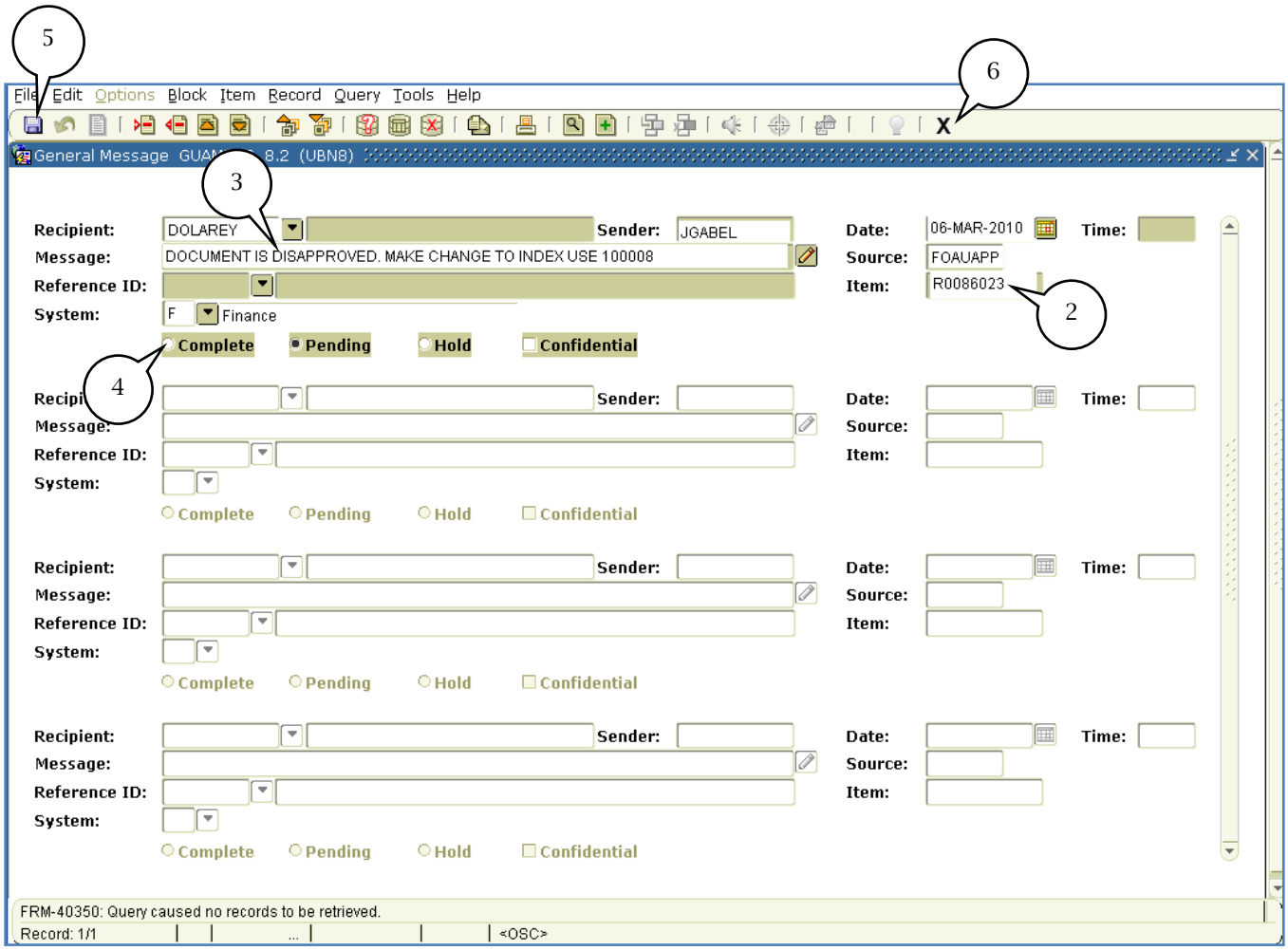
If any status change has occurred on a requisition you have created (it has been disapproved, completely approved, or cancelled), the **Check Banner Message** link will have a check next to it.



1. Click on the **Check Banner Message** link.

Messages will not appear for requisitions disapproved through Self-Service.

The **General Message** form, **GUAMESG**, will be displayed.



The User ID of the person who disapproved the requisition will be displayed in the **Sender** field.

2. Note the Requisition Number in the **Item** field.
3. Check the **Message** field for the reason the requisition was disapproved.
4. After you have reviewed your message, click on the **Complete** radio button.
5. Click on the **Save** button.
6. Click on the **Exit** button to return to the **General Menu**.

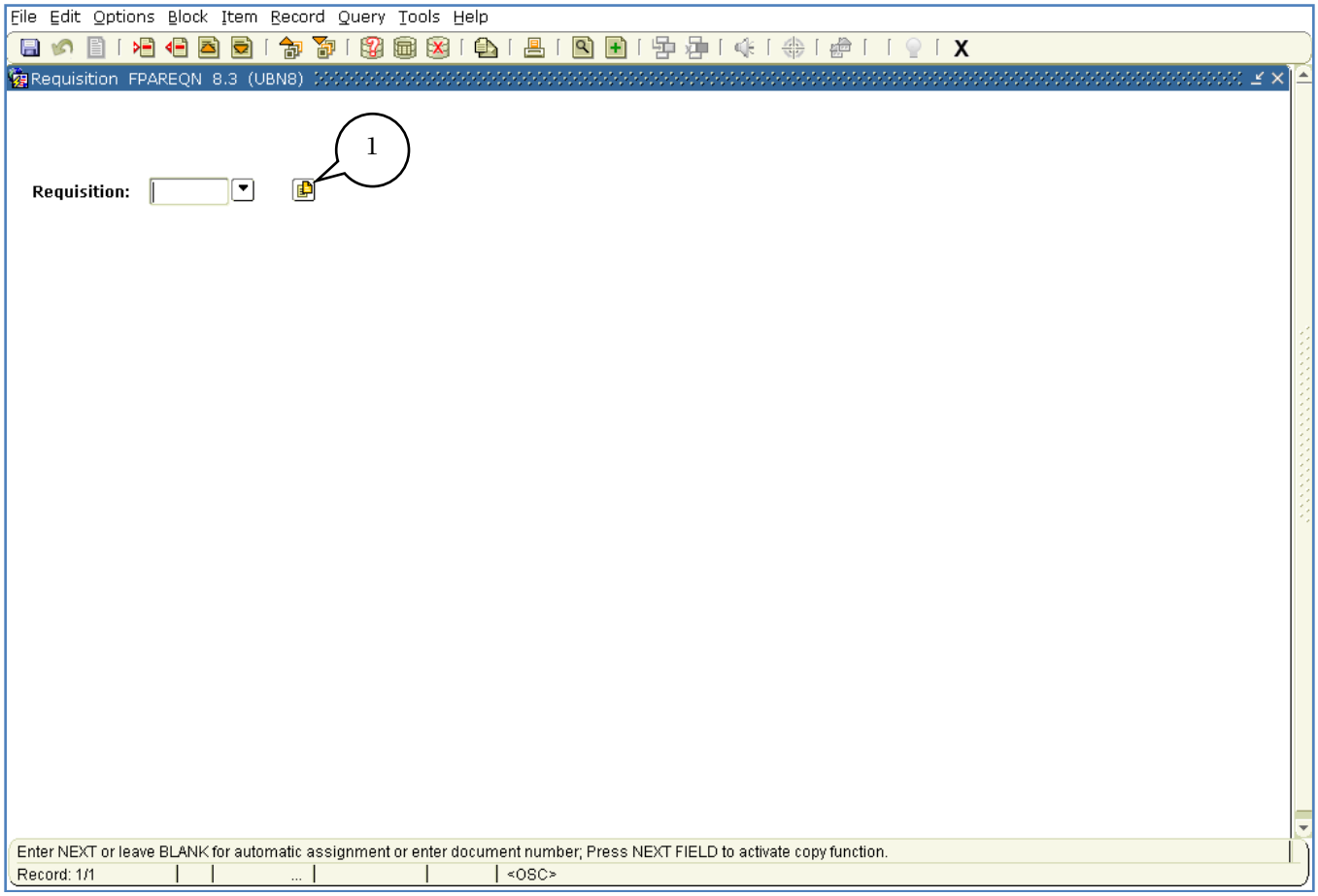
Disapproved requisitions can be changed or deleted using the **Requisition** form, **FPAREQN**. If a requisition has a message, you will not be able to change or delete it until you click on the **Complete** radio button.

Copying a Requisition

You can copy the information from a completed and posted requisition to a new one using the **Copy Requisition** feature on the **Requisition** form, **FPAREQN**.

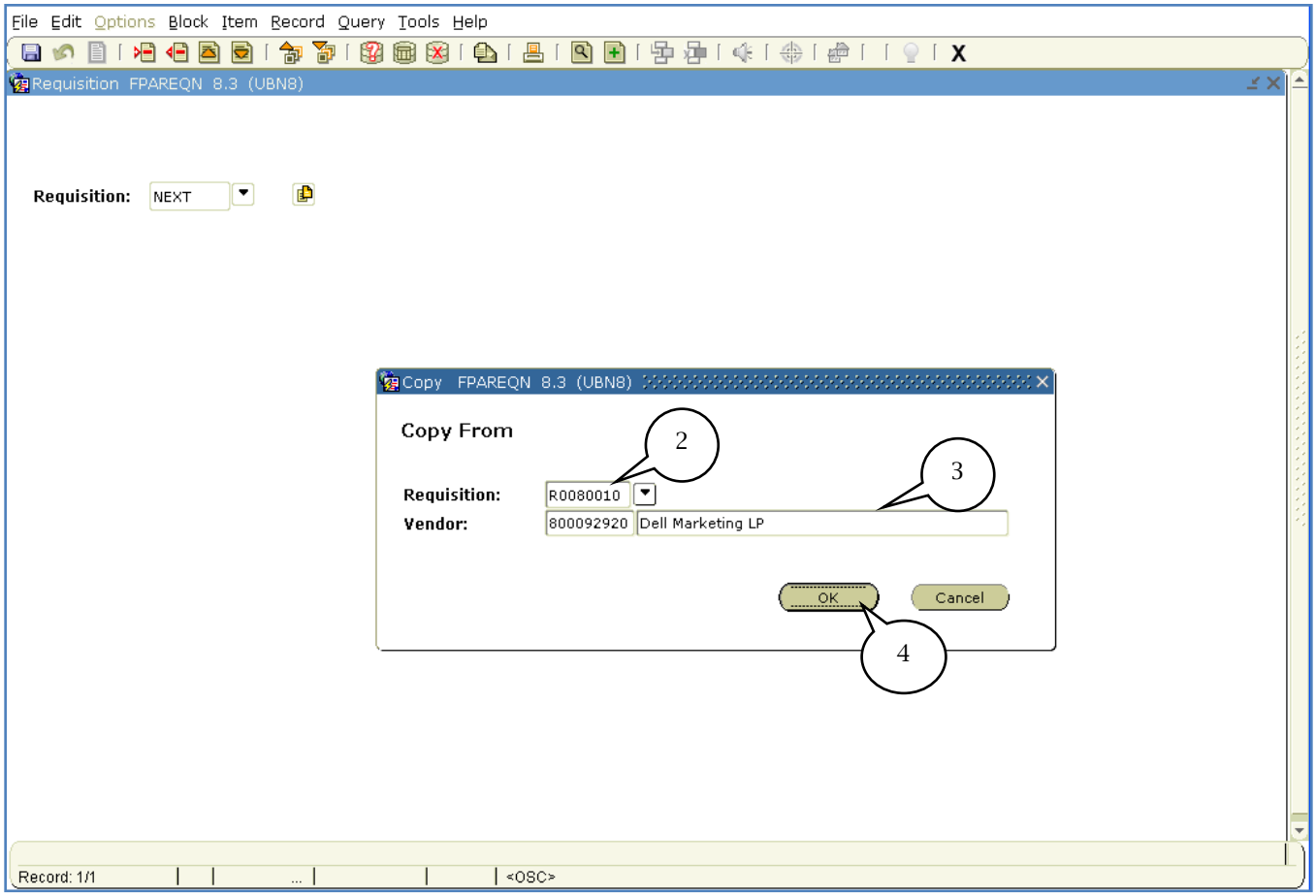
To access the **Requisition** form, type **FPAREQN** in the Direct Access **Go To...** field and press the **Enter** key.

The **Requisition** form, **FPAREQN**, will be displayed.


File Edit Options Block Item Record Query Tools Help
Requisition FPAREQN 8.3 (UBN8)
1
Requisition:
Enter NEXT or leave BLANK for automatic assignment or enter document number; Press NEXT FIELD to activate copy function.
Record: 1/1
<OSC>

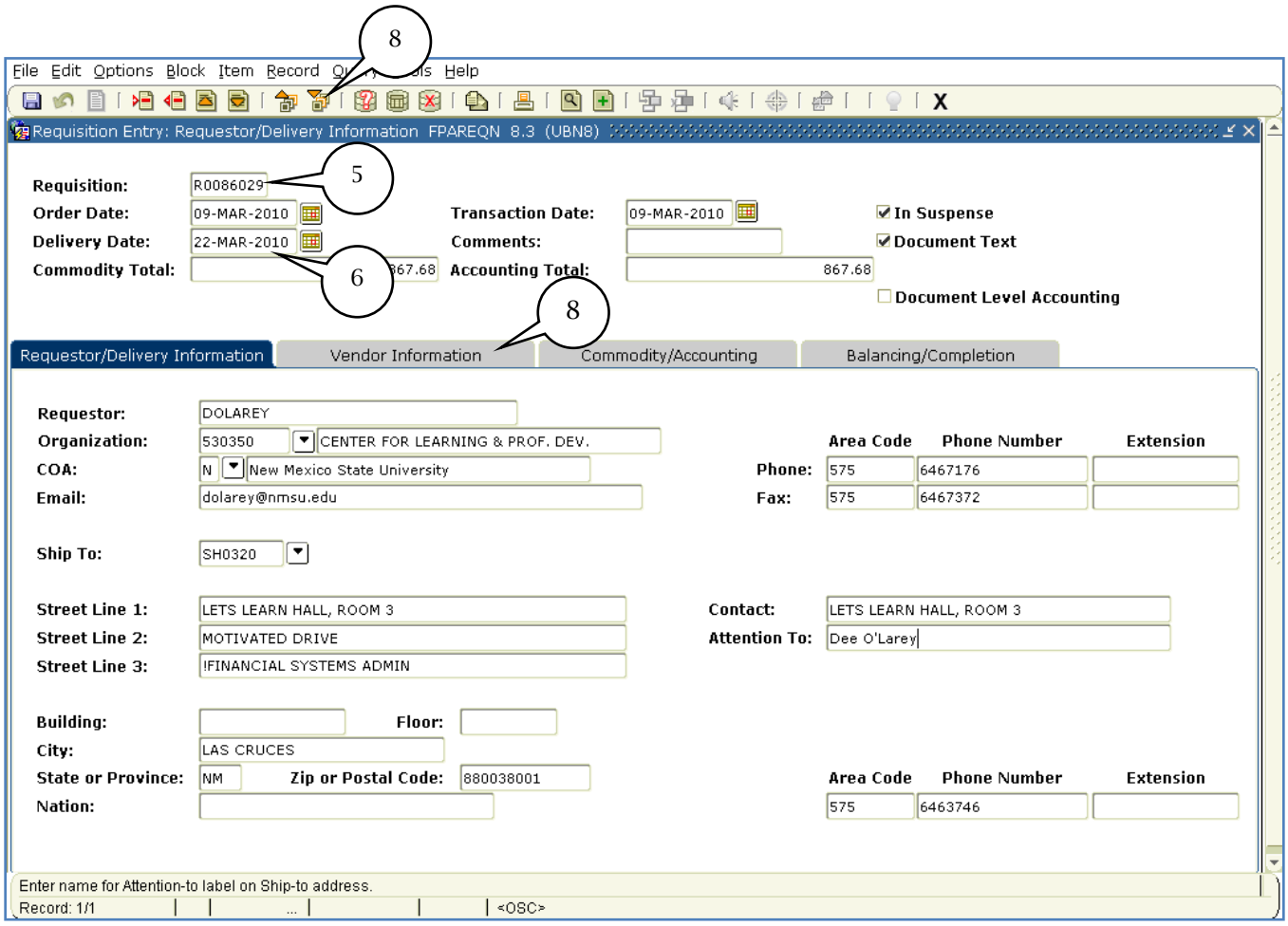
1. Click on the **Copy** button.

The **Copy** window will be displayed.



2. Enter the requisition number from which you are copying in the **Requisition** field and press the **Enter** key.
3. Use the **Vendor** field to help verify that you have entered the correct requisition.
4. Click on the **OK** button.

The **Requestor/Delivery Information** block will be displayed.

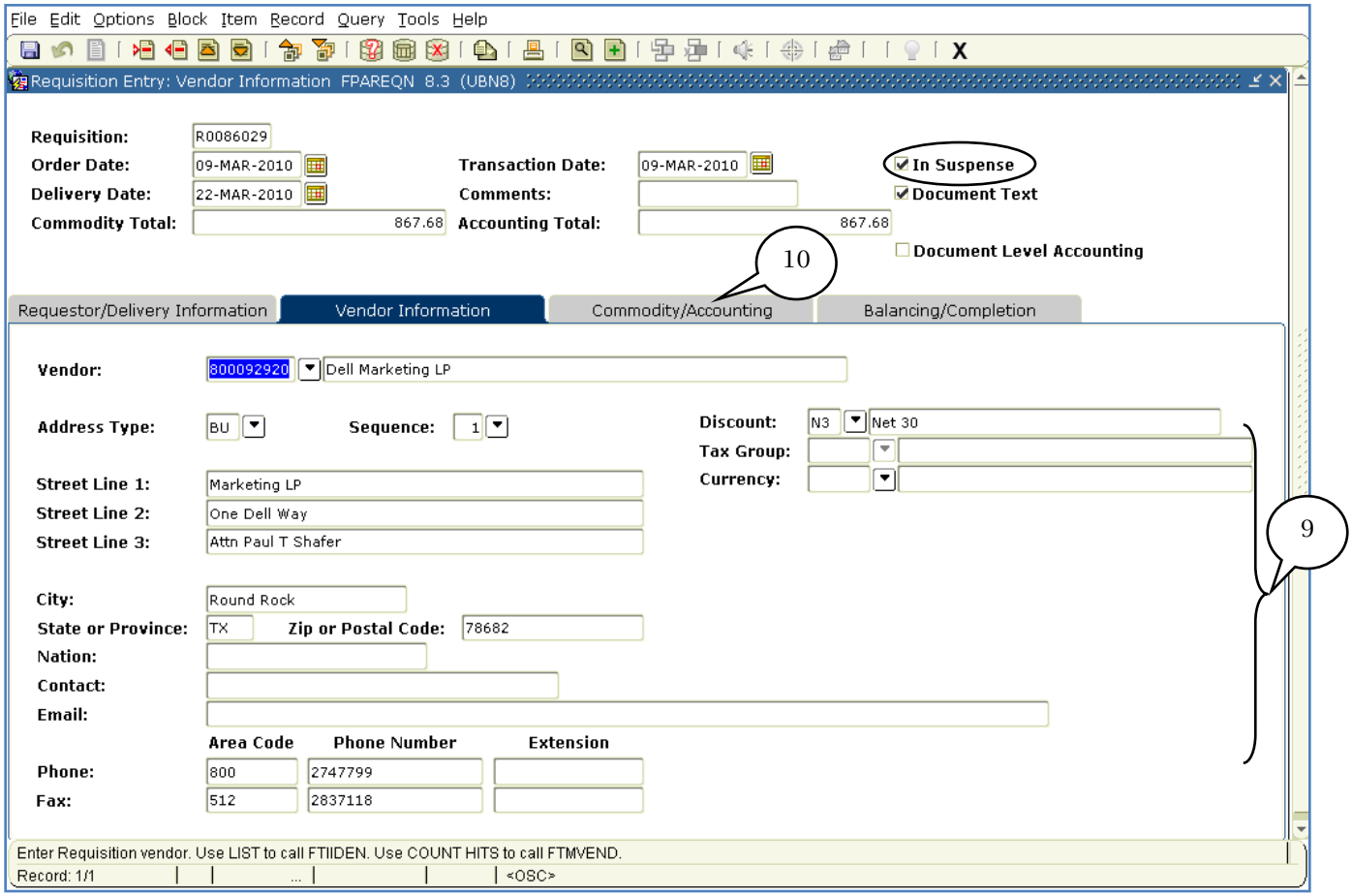


5. The **Requisition** number has been generated. Record this number on the **Finance Log** (see Appendix A). Note: The Requisition number will not be the same as the Purchase Order number.
6. Enter the anticipated arrival date in the **Delivery Date** field. The delivery date must be later than the **Order Date**.
7. Review all other enterable fields on this form and change if necessary.

   Note: The **In Suspense** box will be marked this will be updated once the **Commodity/Accounting** has been completed and **Balancing/Completion** has occurred.

8. Click on the **Next Block** button or the **Vendor Information** page tab.

The **Vendor Information** block will be displayed

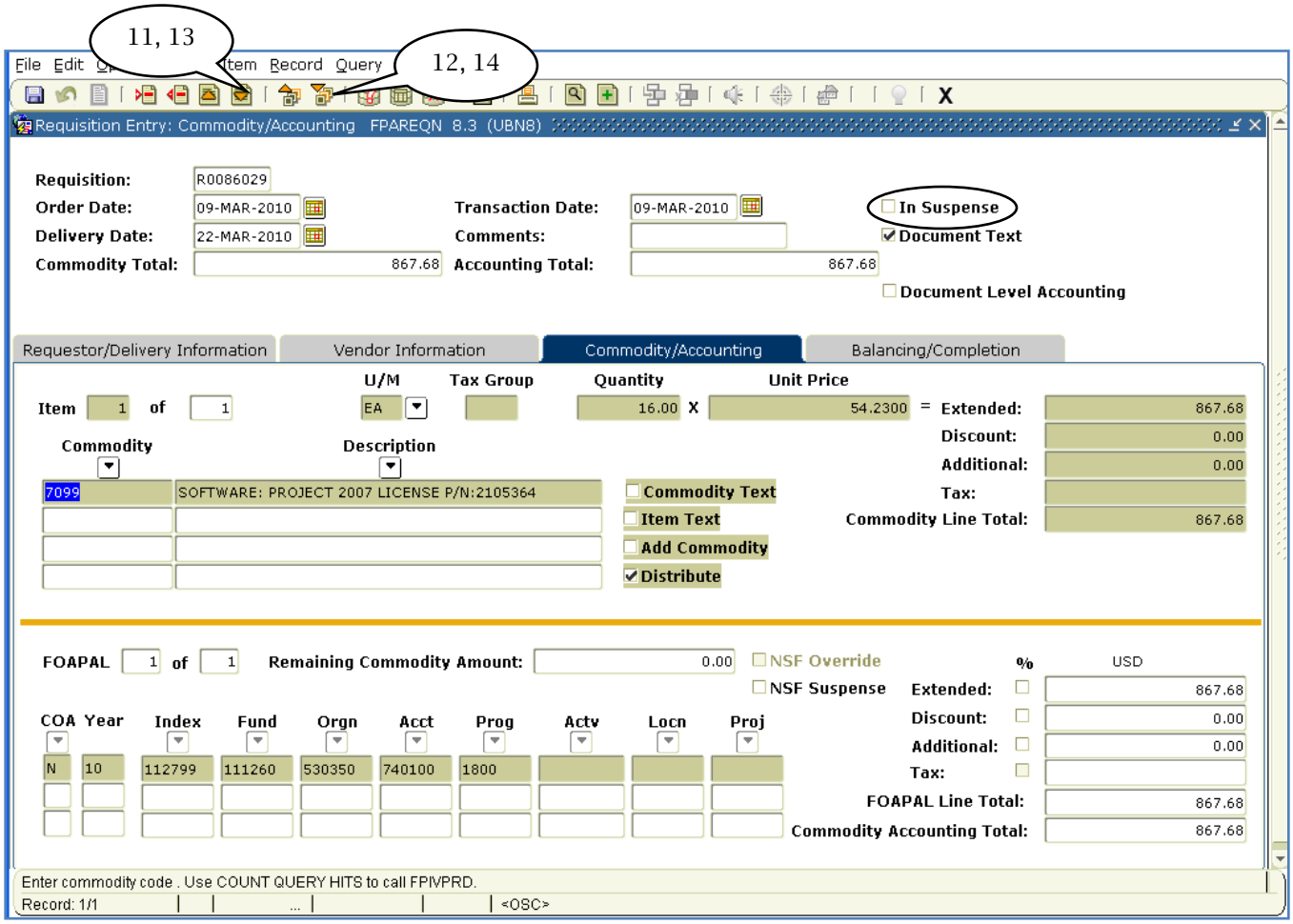


9. Review the information in this block and make address changes if necessary.

   Note: Reminder Vendor cannot be changed when using the copy feature.

10. Click on the **Next Block** button or the **Commodity/Accounting** page tab.

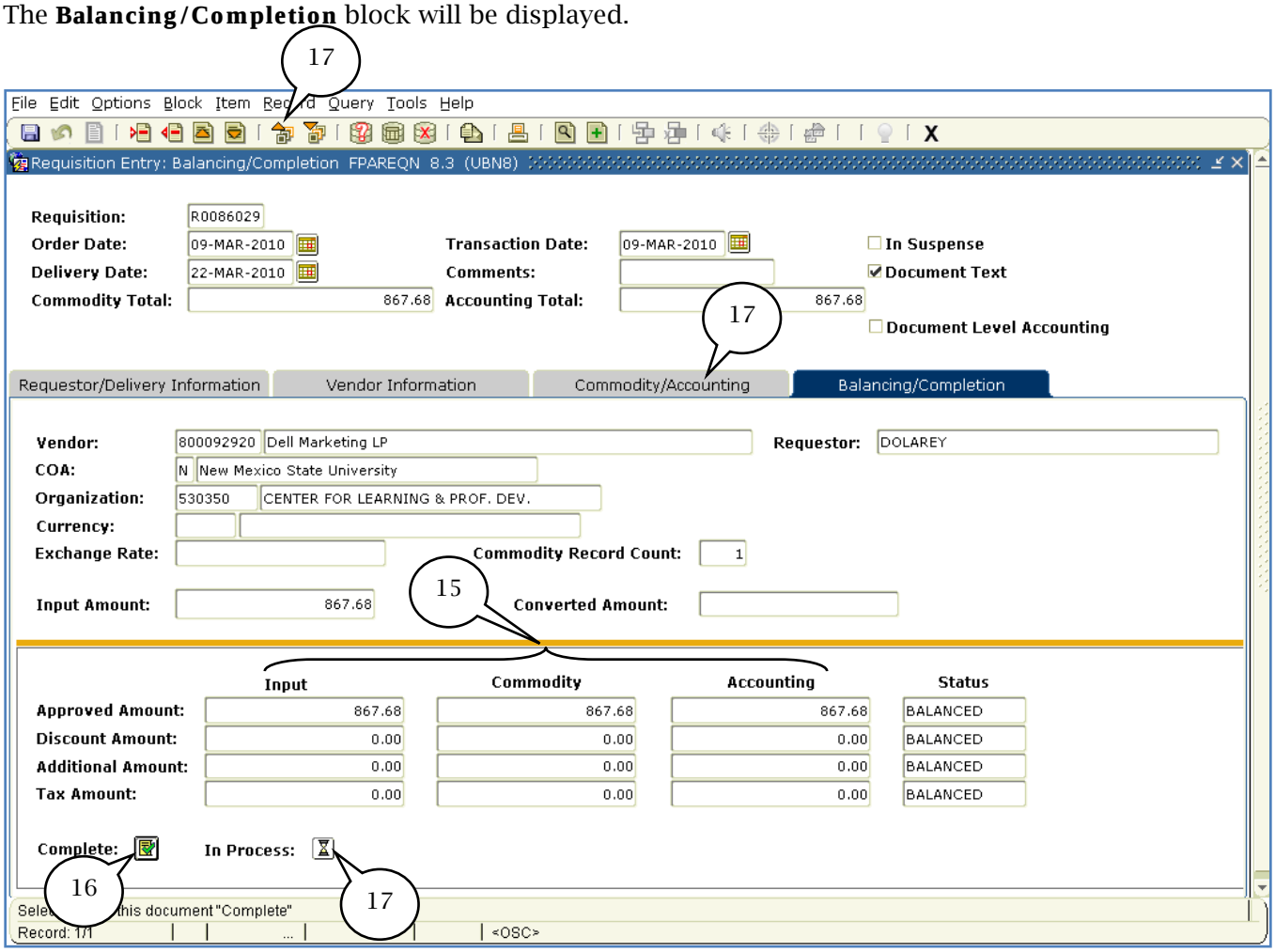
The **Commodity/Accounting** block will be displayed.



Steps 11-14 are necessary to remove the **In Suspense** flag and allow the requisition to be completed and posted.

11. Use the **Next Record** button or the **Down Arrow** key on your keyboard to navigate through each commodity and make changes as necessary.
12. Click on the **Next Block** button.
13. If necessary, use the **Next Record** button to navigate through each FOAP distribution.
14. Click on the **Next Block** button or on the **Balancing/Completion** page tab.

The **Balancing/Completion** block will be displayed.



15. Review the **Input**, **Commodity**, and **Accounting** amounts.
16. If the **Status** of each subtotal is **BALANCED**, click on the **Complete** button to submit the requisition for approval.
17. If the **Status** of any of the subtotals is not **BALANCED**, you can:

14. click on the **Previous Block** button or the **Commodity/Accounting** page tab to return to the **Commodity/Accounting** block; or
15. click on the **In Process** button to save the requisition to return to at a later time.

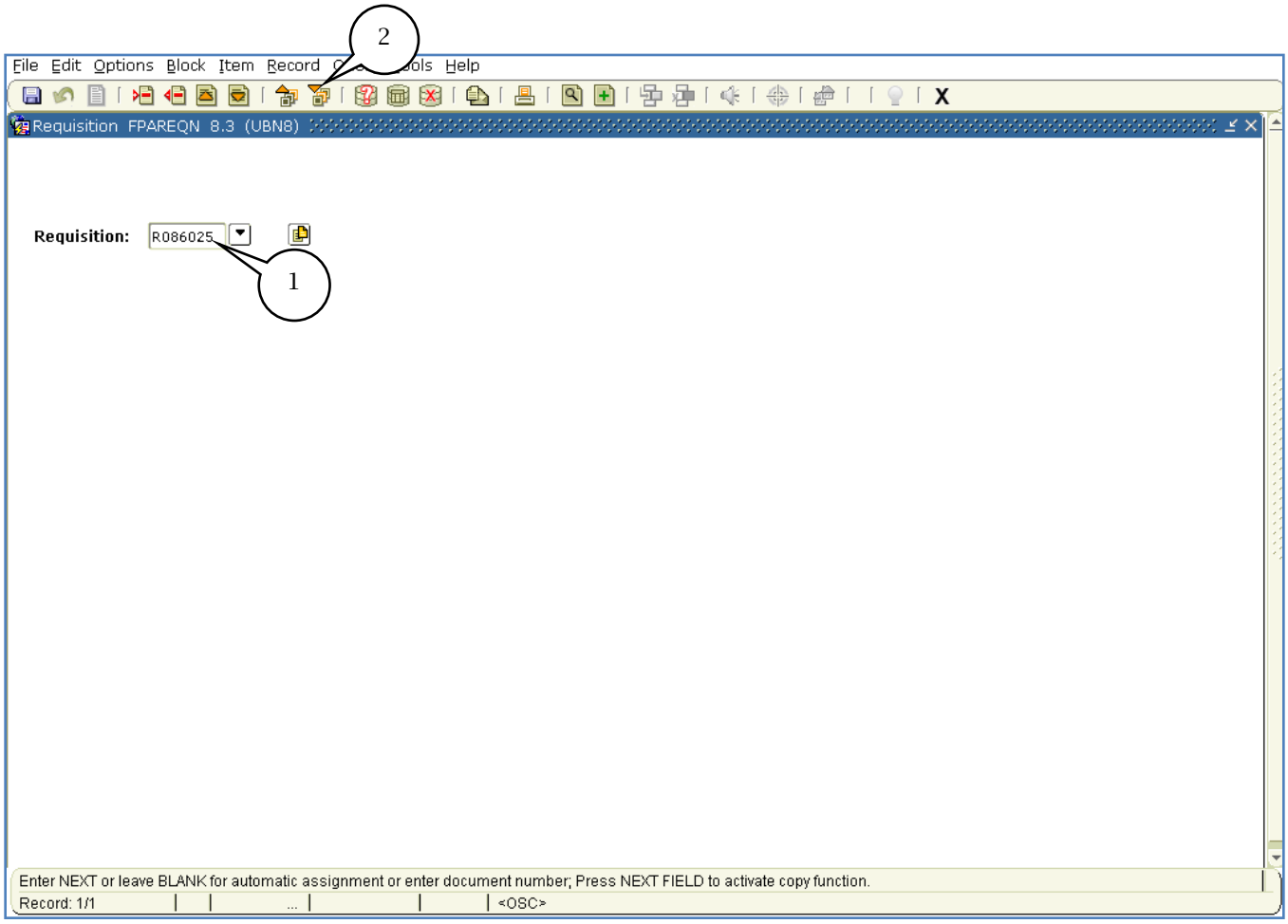
Deleting a Requisition

Use the **Requisition** form, **FPAREQN**, to delete a requisition that has a status of "I" (Incomplete). If a requisition has already been submitted for approval, it must be disapproved before it can be deleted.

This process can also be used on the **Receiving Goods** form, **FPARCVD**, to delete a receiving document that has not yet been completed.

Type **FPAREQN** in the Direct Access **Go To...** field and press the **Enter** key.

The **Requisition** form will be displayed.

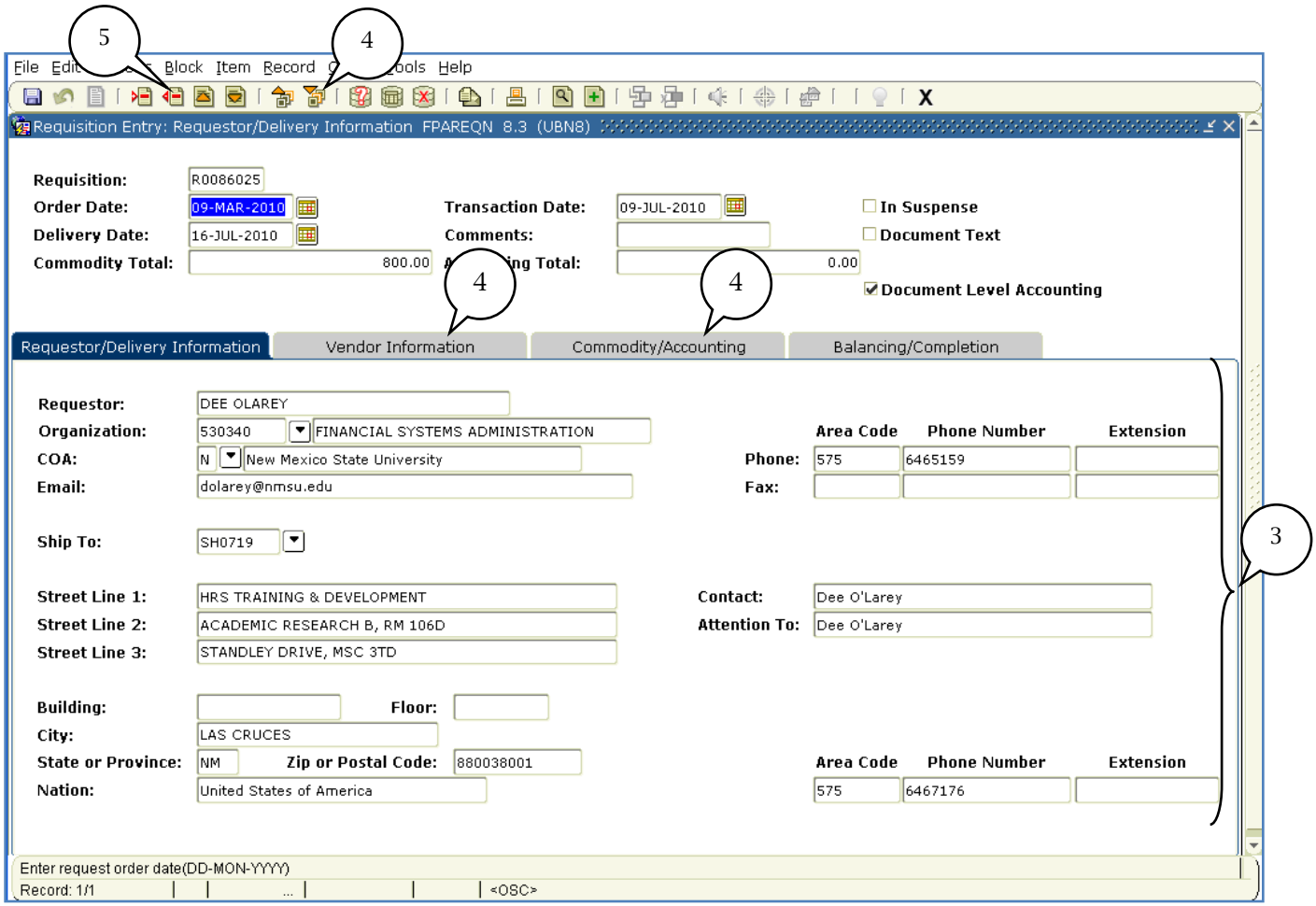

2
File Edit Options Block Item Record
Requisition FPAREQN 8.3 (UBN8)
Requisition:
R086025
1
Enter NEXT or leave BLANK for automatic assignment or enter document number; Press NEXT FIELD to activate copy function.
Record: 1/1
<OSC>

1. Enter the number of the requisition you need to delete in the **Requisition** field.
2. Click on the **Next Block** button.

Team Tip:

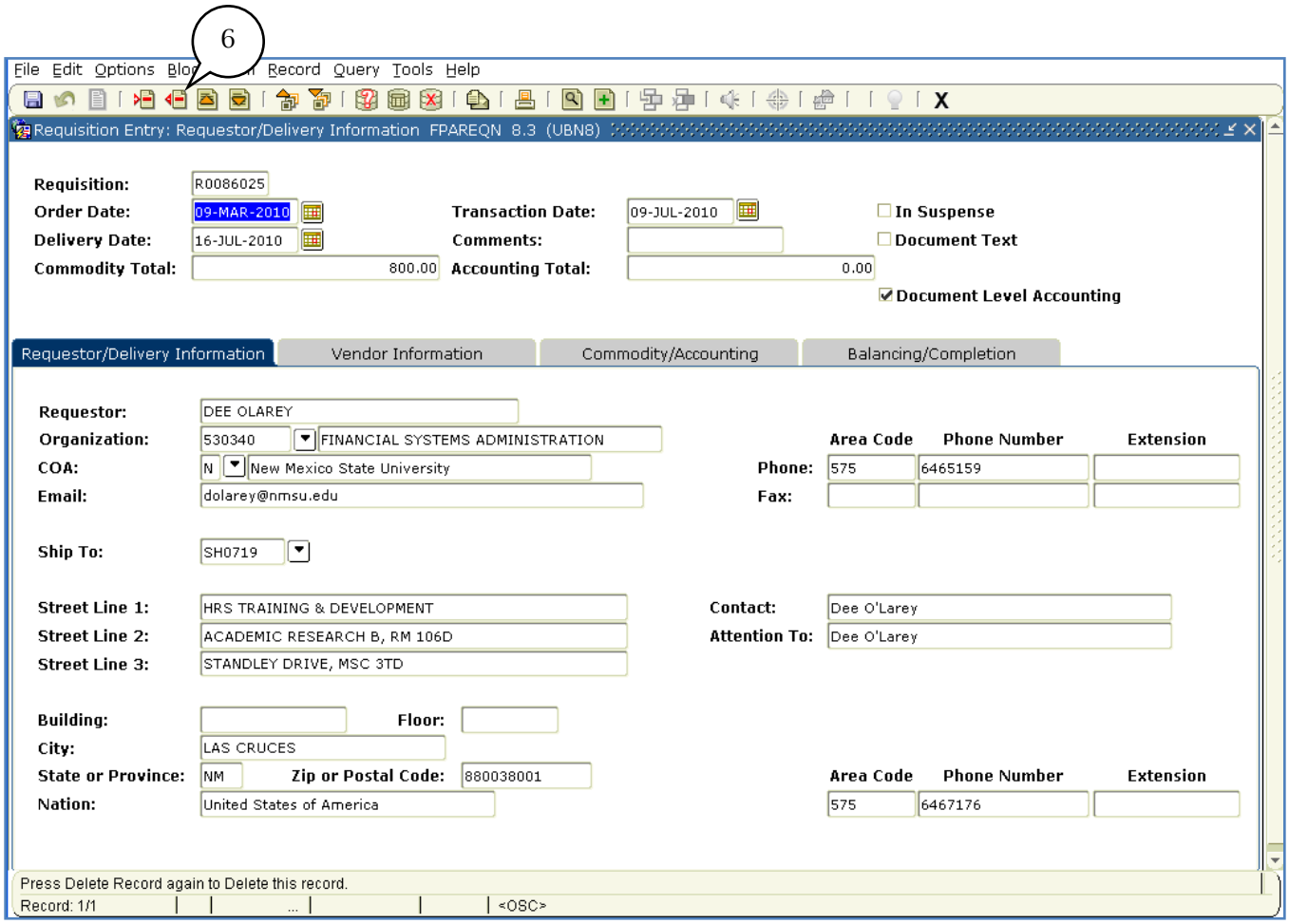
*Use the **Document by User** form, **FOADOCU**, to check a requisition's status.*

The **Requestor/Delivery Information** block will be displayed.



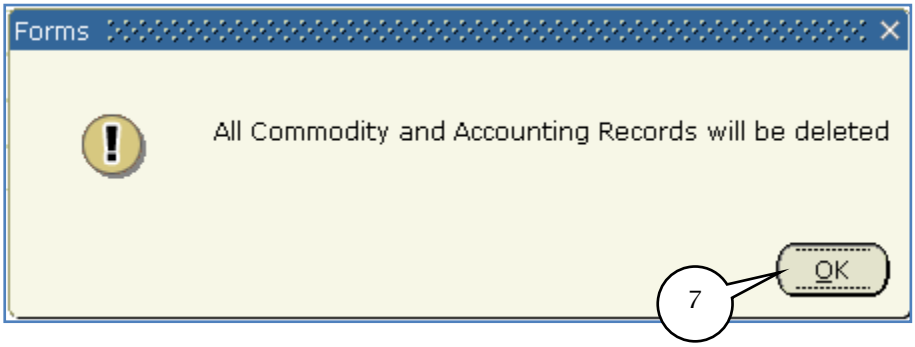
3. Review the information in this block to ensure you are deleting the correct requisition.
4. If necessary, click on the **Next Block** button or use the **Vendor Information** and **Commodity/Accounting** page tabs to review vendor and commodity information to ensure you are deleting the correct requisition. You must have either the **Requestor/Delivery Information** block or the **Vendor Information** block displayed to delete a requisition.
5. Click on the **Remove Record** button.

The **Auto Hint** line will display the message "**Press Delete Record again to Delete this record.**"



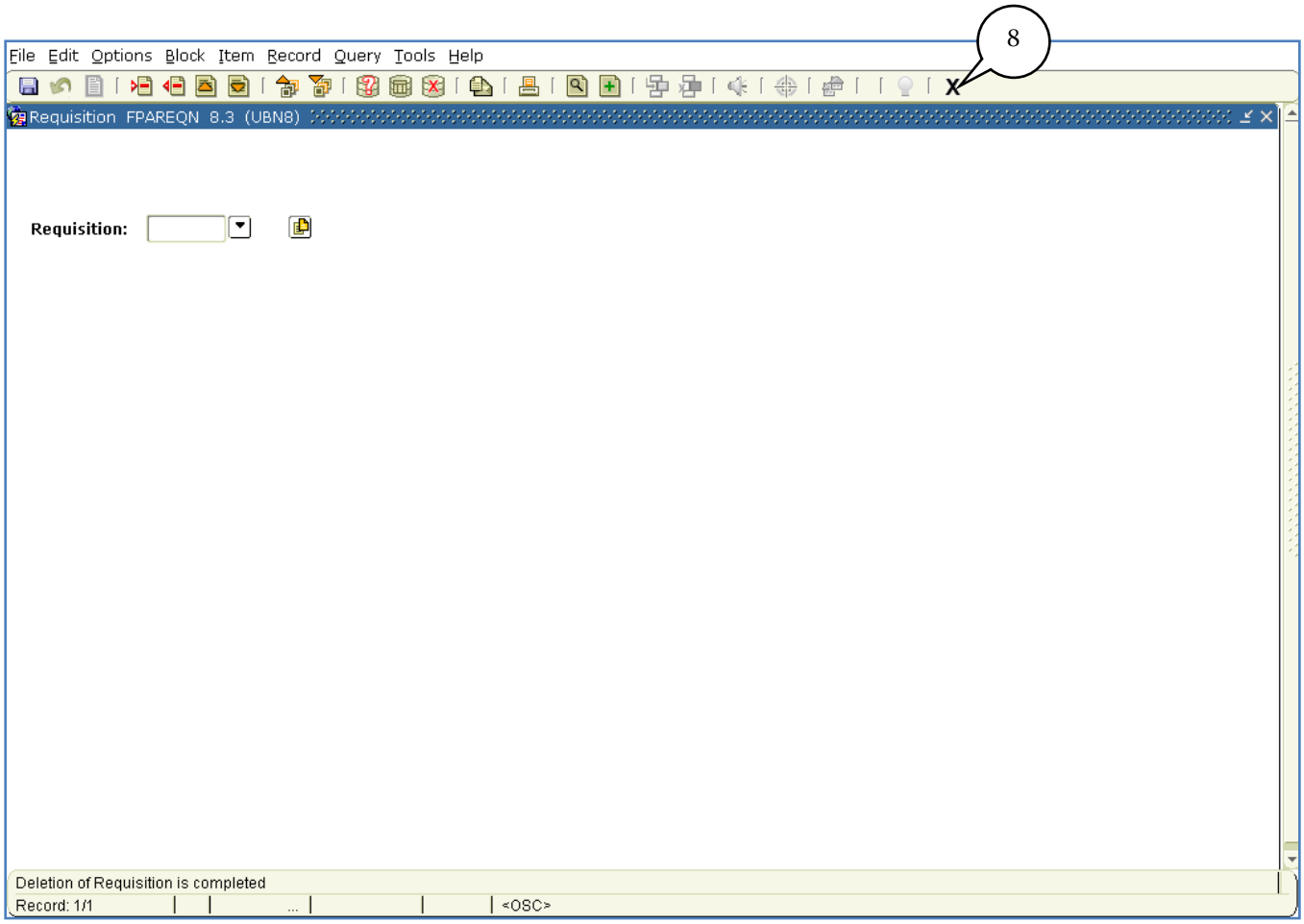
6. Click on the **Remove Record** button again.

The **Forms** window will appear with the message that "**All Commodity and Accounting Records will be deleted.**"



7. Click on the **OK** button.

You will return to a blank **Requisition** form. The **Auto Hint** line will display the message that the "**Deletion of Requisition is completed.**"



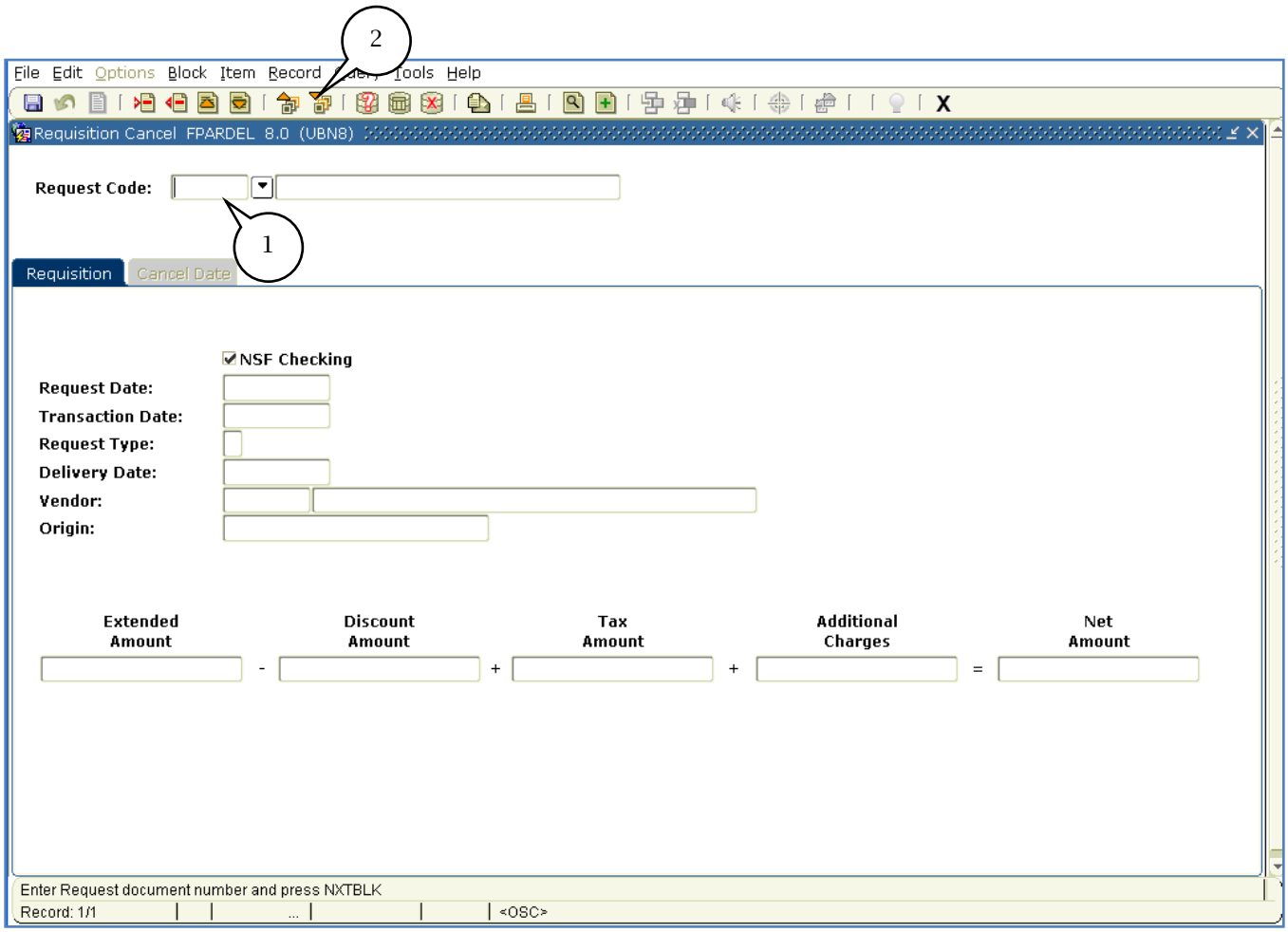
8. Click on the **Exit** button [X] to return to the **General Menu**.

Cancelling a Requisition

A requisition may be cancelled only after approvals and posting have occurred and before it has been assigned to a purchase order. A requisition that has been cancelled can still be viewed in Banner.

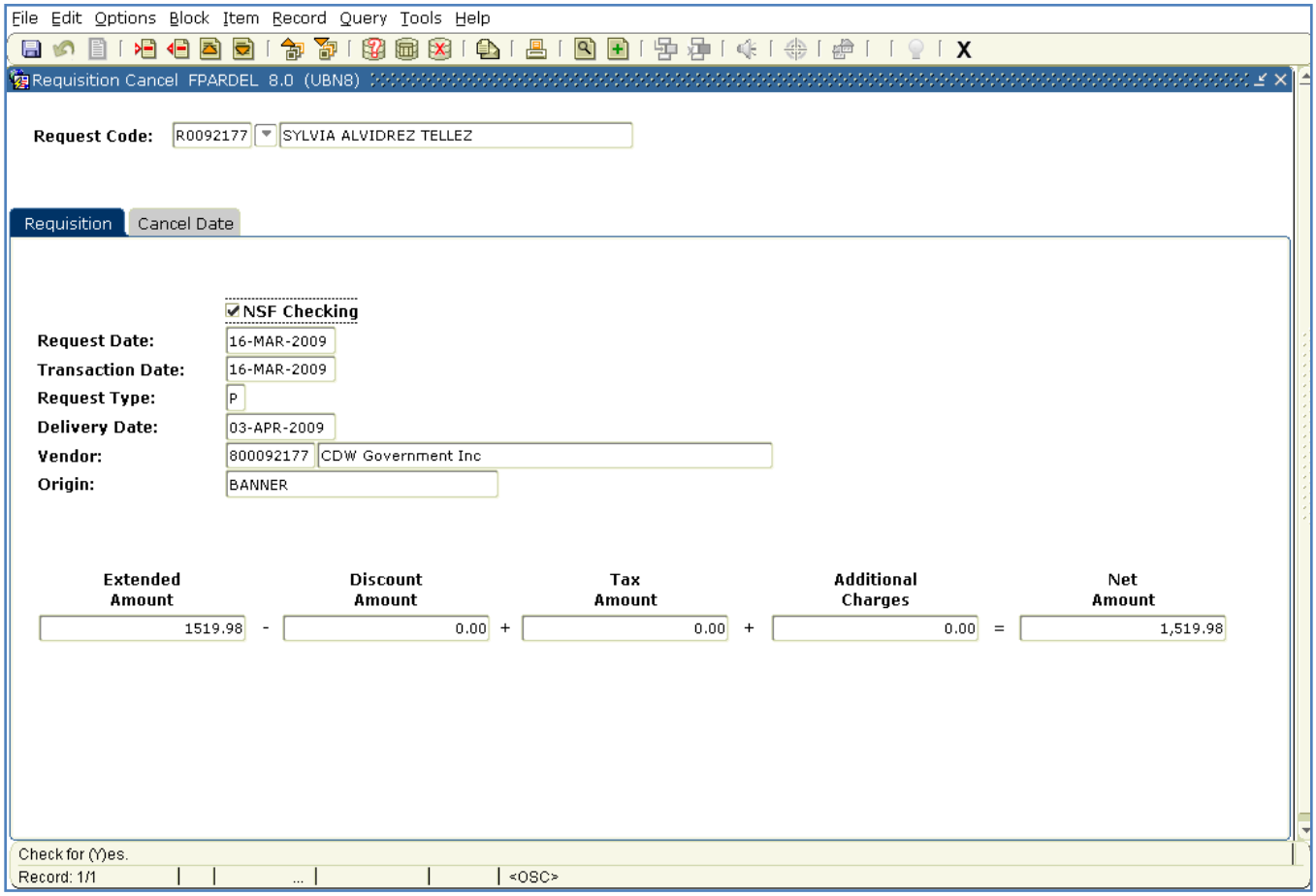
To access the **Requisition Cancel** form, type **FPARDEL** in the Direct Access **Go To...** field and press the **Enter** key.

The **Requisition Cancel** form will be displayed.

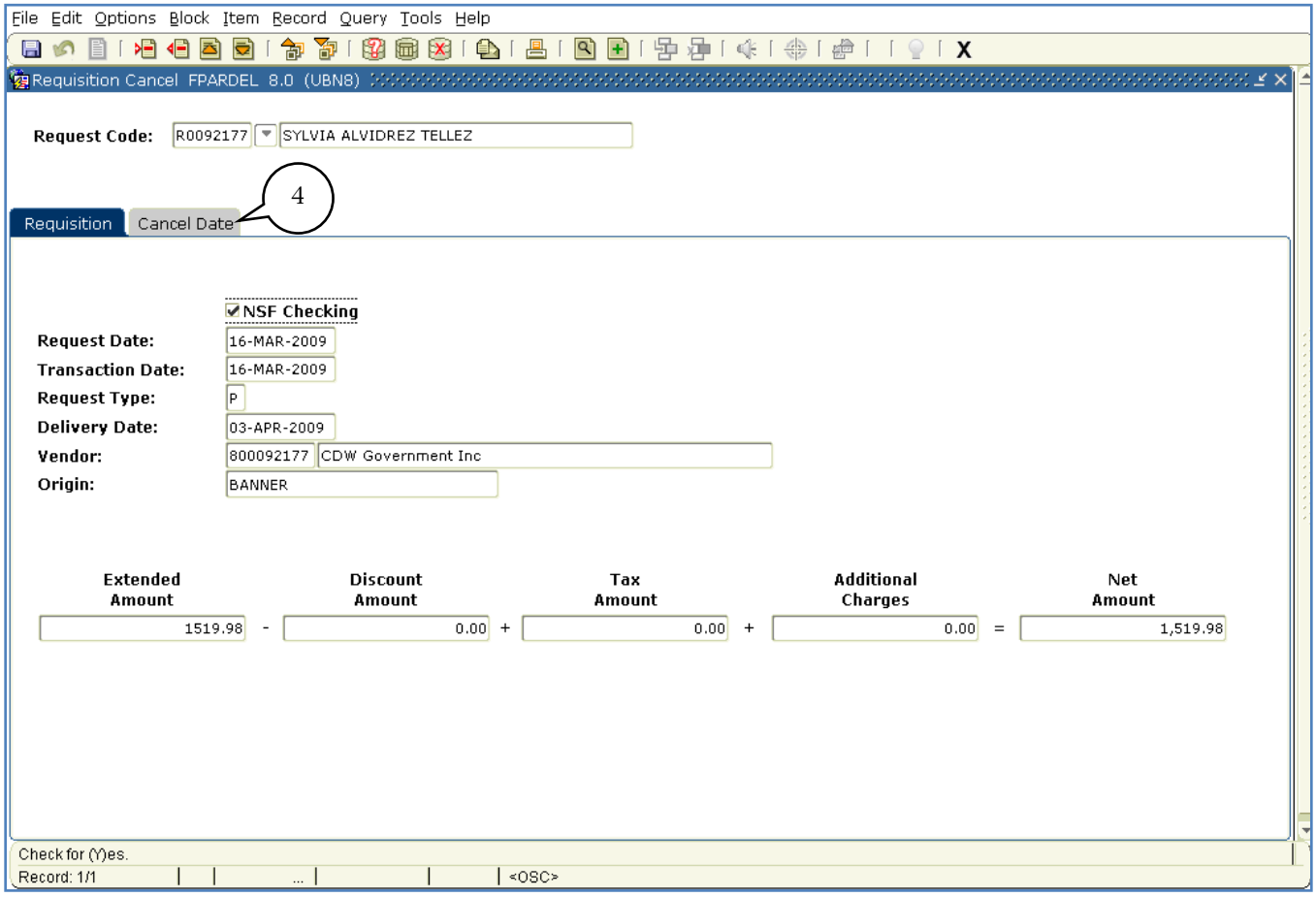


1. In the **Request Code** field, enter the number of the requisition you need to cancel.
2. Click on the **Next Block** button .

The requisition's detail will be displayed.

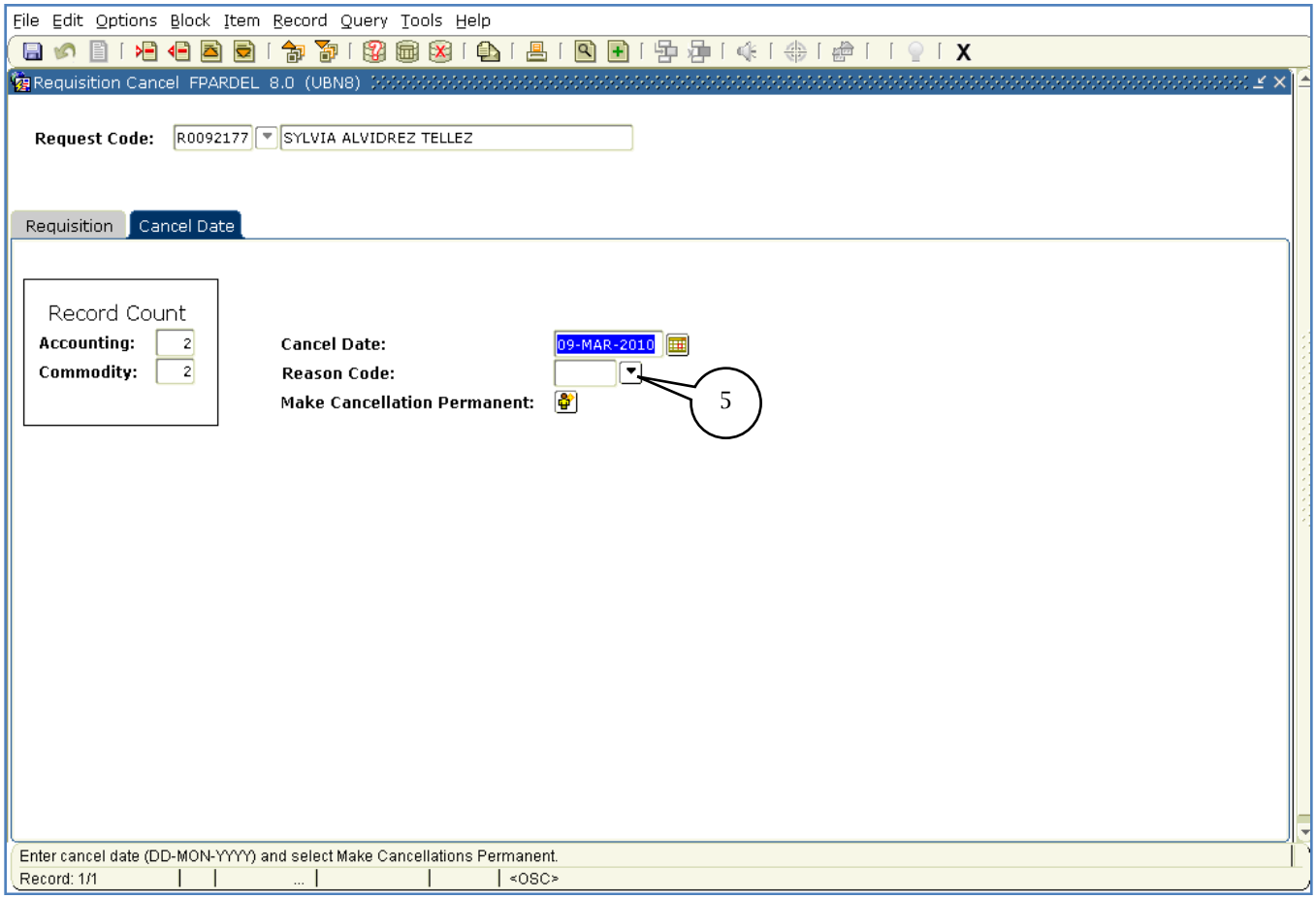


3. Review the information displayed to ensure you are canceling the correct requisition.



4. Click on **Cancel Data** tab.

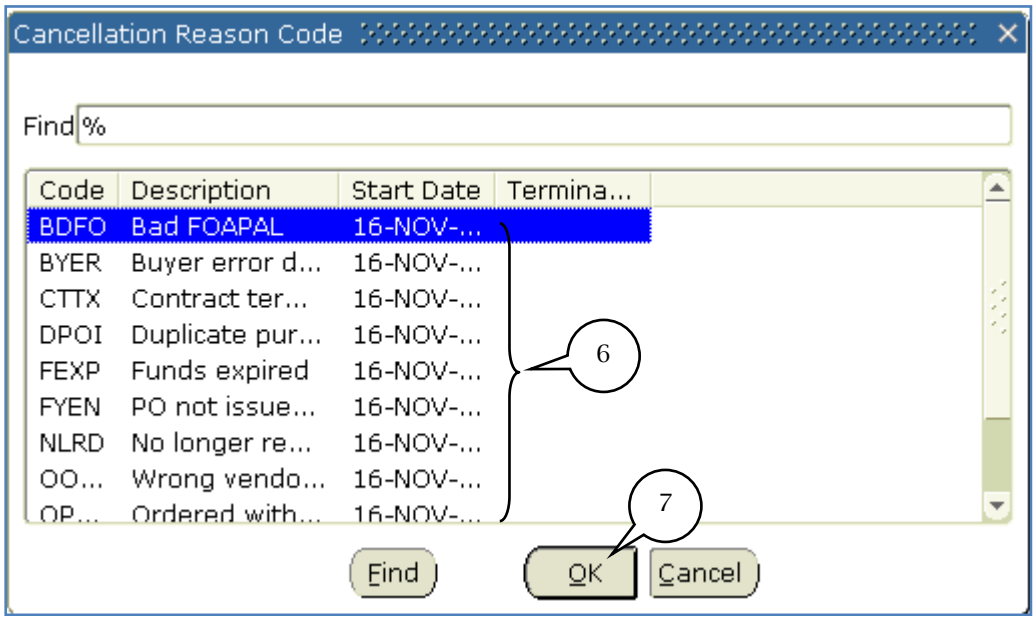
The **Cancel Date** block will be displayed.



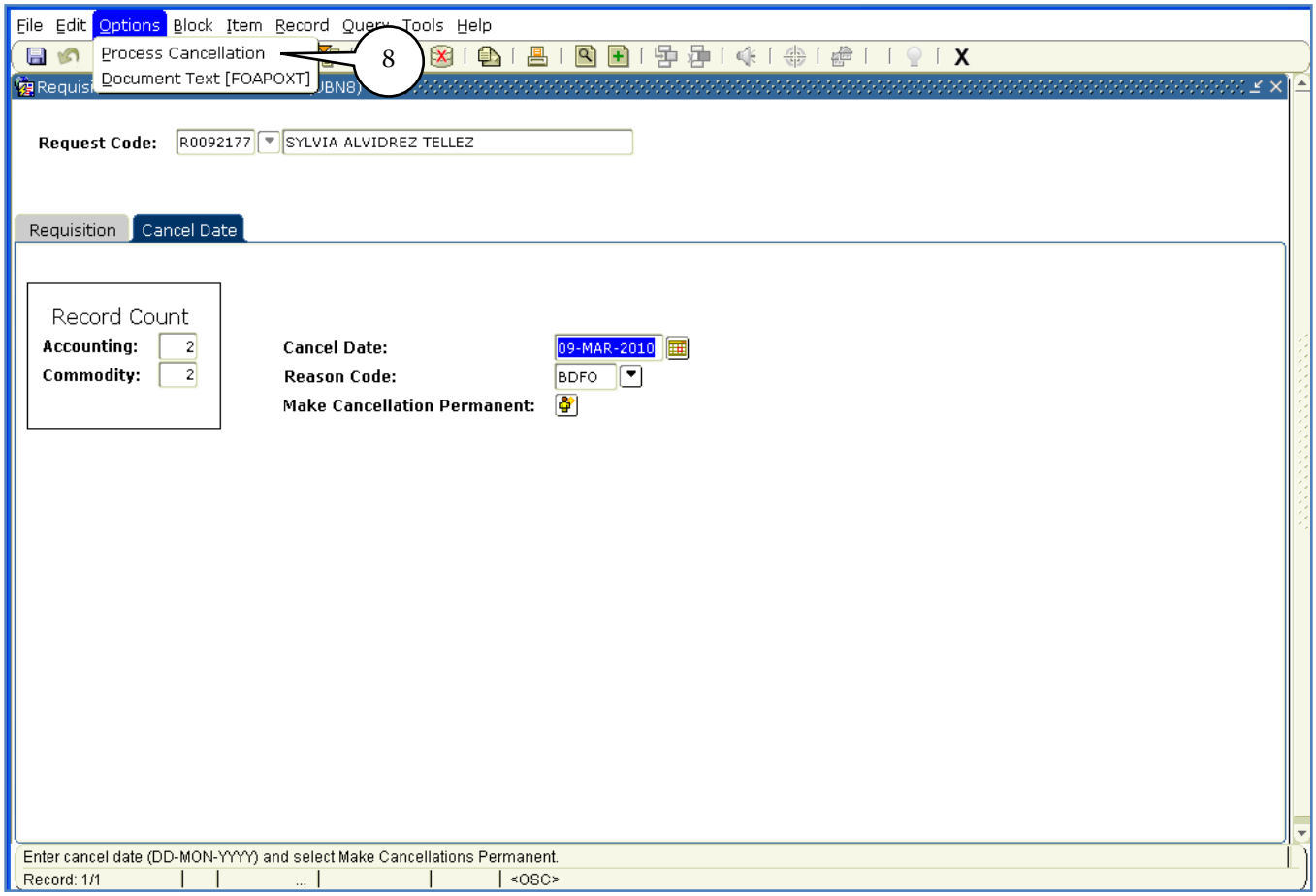
The current date will be displayed in the **Cancel Date** field.

5. Use the **Search** button for the **Reason Code** field to display the list of reasons for the cancellation.

The **Cancellation Reason Code** selection list will be displayed.

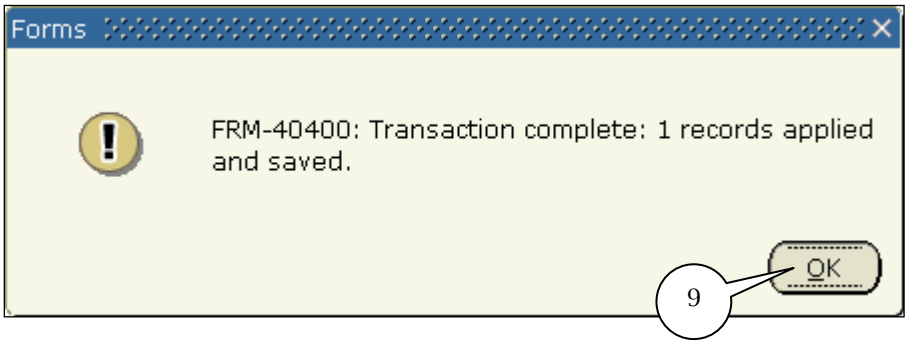


6. Click on the applicable reason to highlight it.
7. Click on the **OK** button.

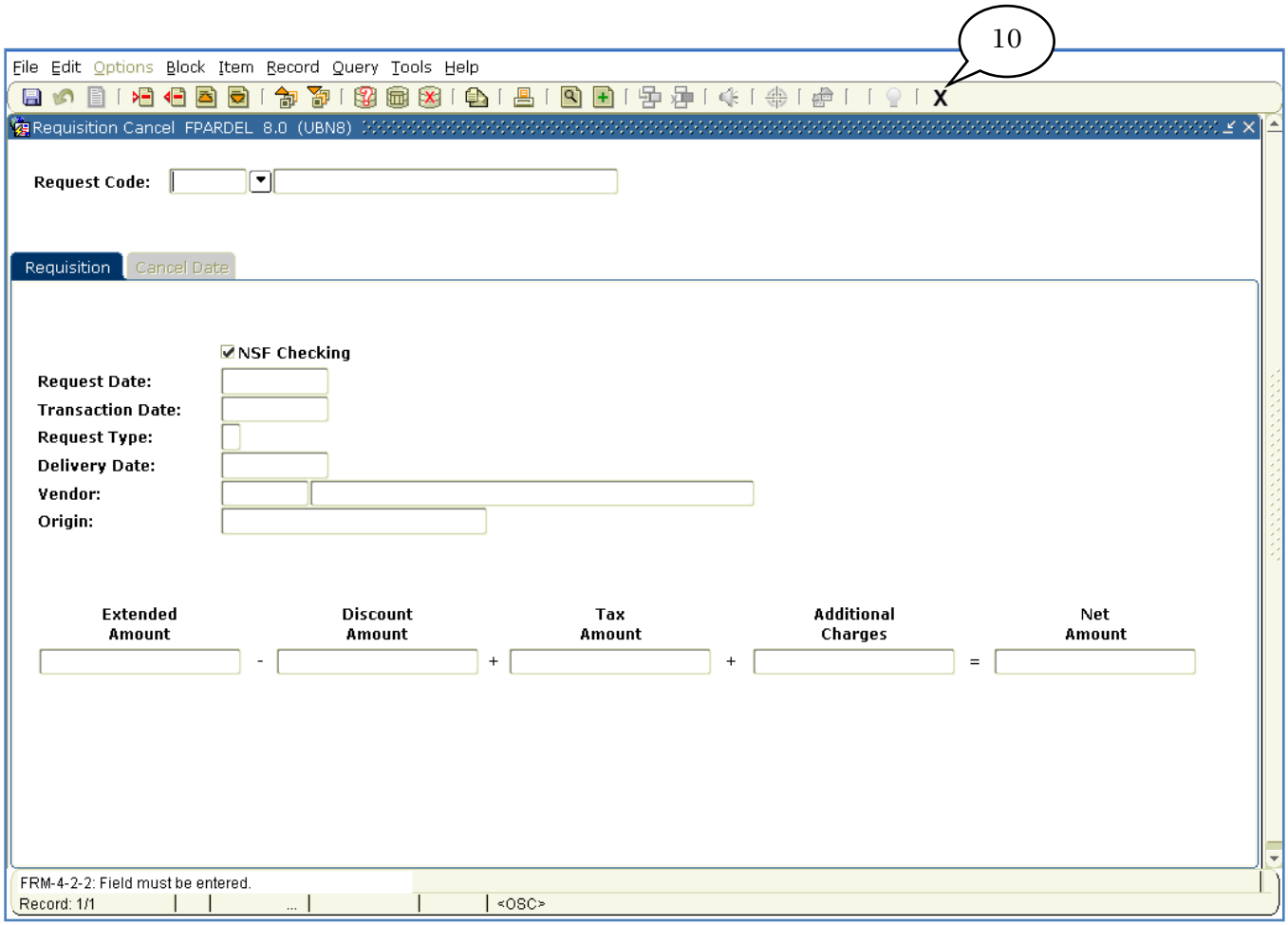


8. With the **Cancel Date** block still open, select **Process Cancellation** from the **Options** menu.

The **Forms** window will indicate that your change has been saved.



9. Click on the **OK** button.



10. Click on the **Exit** button X to return to the **General Menu**.

Change Orders

Process Flow

Change orders are used to make changes to a purchase order. Common changes include increasing the amount ordered or cost, decreasing the amount ordered or cost, cancelling the order, changes to descriptions, addresses or Freight on Board (FOB) codes. The process for processing change orders depends on the type of change you are making.

Change orders to change the address, description, or FOB codes (non-monetary changes) do not require a change order requisition. To request these changes, send an email to purchasing@nmsu.edu with the following information included in the body of the email.

1. Contact information (name, phone, email, department)
2. Original PO number
3. Vendor ID and name
4. Change details

Change orders to cancel a purchase order in entirety can be accomplished by sending an email to purchasing@nmsu.edu with the following information included in the body of the email.

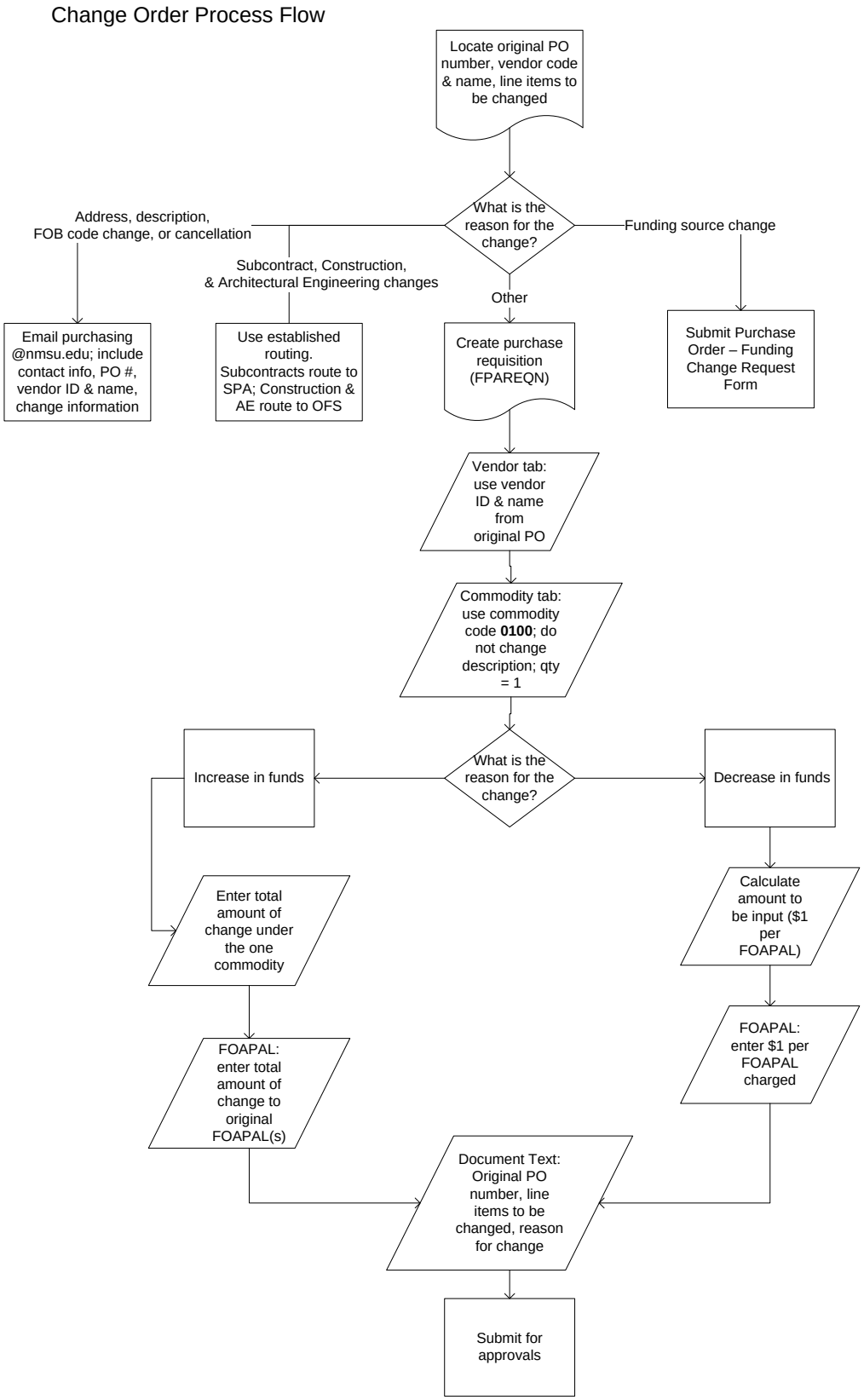
1. Contact information (name, phone, email, department)
2. Original PO number
3. Vendor ID and name
4. PO Amount

Change orders to change the funding source (i.e. index or account code) are submitted using the Purchase Order - Funding Change Request form available on the Business & Finance Forms web site (http://www.nmsu.edu/~boffice/forms/index.html).

All other change orders (i.e. changing quantity, increasing or decreasing amount) are processed by creating a change order requisition following the steps provided in this manual.

Subcontracts, Construction and Architectural Engineering (AE) types of changes will **not** use this Electronic Change Order process. Continue to use the established routing process. For Subcontracts, these should be routed to Sponsored Projects Accounting and Construction and AE should be routed to Office of Facilities Services.

The diagram below shows the process flow for creating Change Orders.


Change Order Process Flow
Locate original PO number, vendor code & name, line items to be changed
What is the reason for the change?
Address, description, FOB code change, or cancellation
Subcontract, Construction, & Architectural Engineering changes
Other
Funding source change
Email purchasing @nmsu.edu; include contact info, PO #, vendor ID & name, change information
Use established routing. Subcontracts route to SPA; Construction & AE route to OFS
Create purchase requisition (FPAREQN)
Submit Purchase Order – Funding Change Request Form
Vendor tab: use vendor ID & name from original PO
Commodity tab: use commodity code **0100**; do not change description; qty = 1
What is the reason for the change?
Increase in funds
Decrease in funds
Enter total amount of change under the one commodity
Calculate amount to be input ($1 per FOAPAL)
FOAPAL: enter total amount of change to original FOAPAL(s)
FOAPAL: enter $1 per FOAPAL charged
Document Text: Original PO number, line items to be changed, reason for change
Submit for approvals

Change Order Requisitions

Change orders that include monetary changes (increases or decreases) are submitted using the purchase requisition process.

Follow steps 1-21 of the Creating Requisitions instructions (pages 9-18).

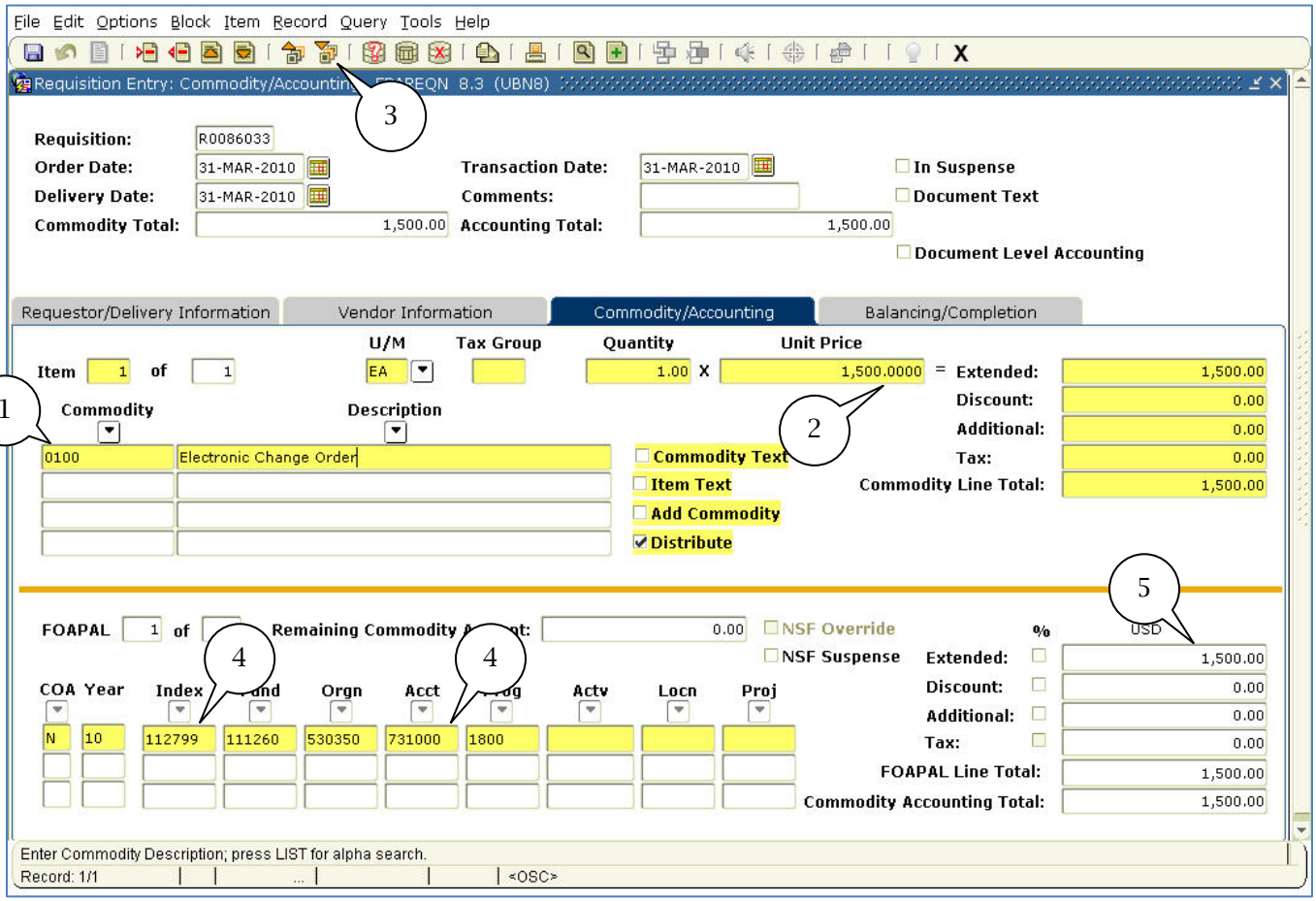
- Commodity Level Accounting must be used for change orders.
- Transaction and delivery dates are today's date
- Ship to Code must be same as on original PO
  Note: Under the Delivery/Information tab of the FPAREQN, please ensure that an email address and current phone number is listed in appropriate fields.
- Vendor code must be same as on original PO

Notes: Prior to submitting the Change Order review your original Purchase Order for identifying the accurate information (line item or items, quantity or quantities) that need to be changed. Use Banner forms FOIDOCH (Document History) to access and drill down to the FPIPURR (Purchase Order Information). In addition use form FGIENCD (Detailed Encumbrance Activity) to confirm transaction activity prior to processing the Change Order.

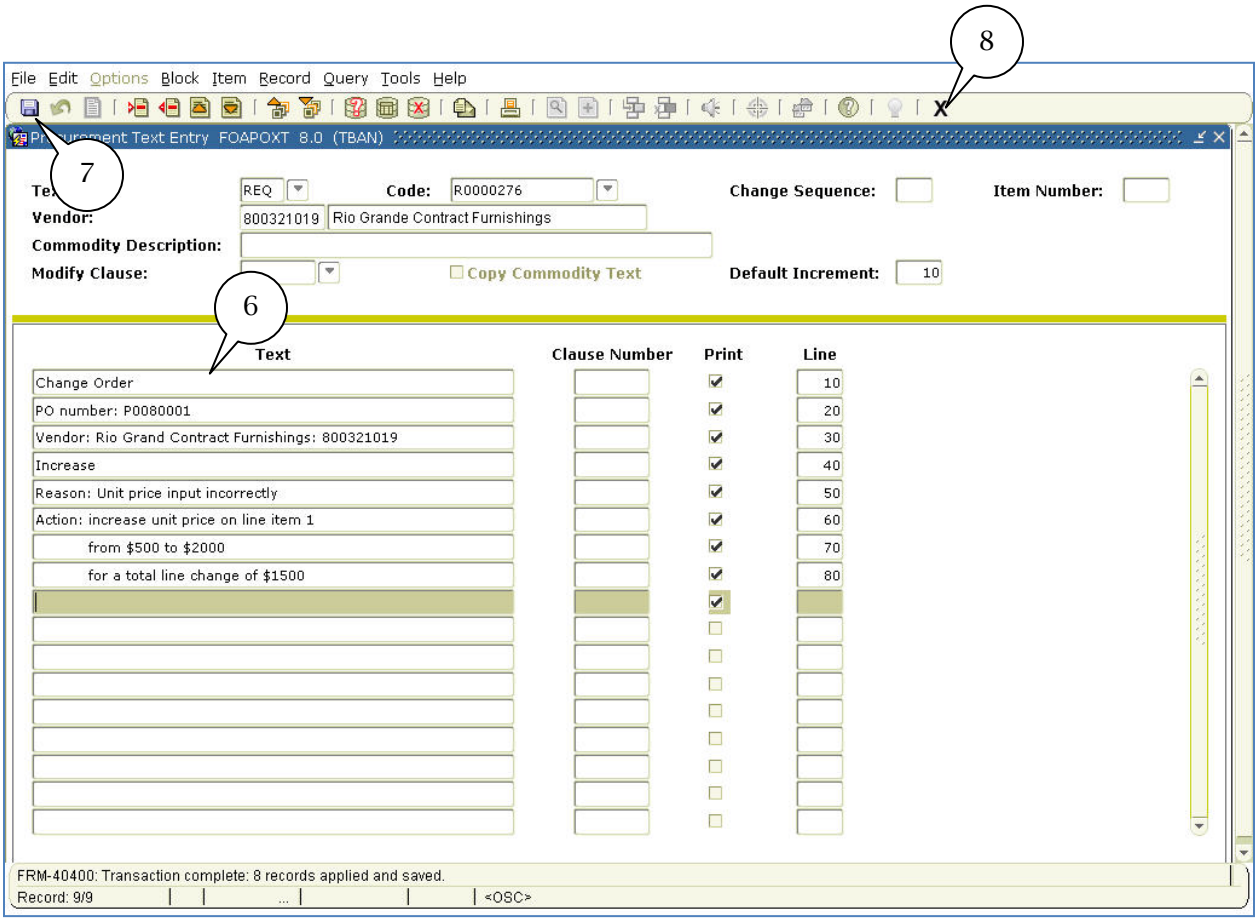
Contact Procurement Services and Risk Management at Purchasing@nmsu.edu if you have questions or need guidance.

Change Order Increases

To increase the dollar amount on a PO, complete the following steps.



1. Enter **commodity code 0100**; description will populate (do not change the description).
2. Enter total amount of change for all line items. You will only use one commodity line item even if you are changing multiple lines.
3. Click **next block** to enter FOAPAL information.
4. Enter the **index** and **account** number charged on the original PO.
5. Tab through fields to populate amount or enter amount for each index in the **Extended** row.



6. In **Document Text**, enter the following information. For instructions on entering document text, refer to pages 41-43.

   Note: For consistency purposes and to ensure that Procurement Services and Risk Management receives the correct information effected by the change, follow the format listed below:

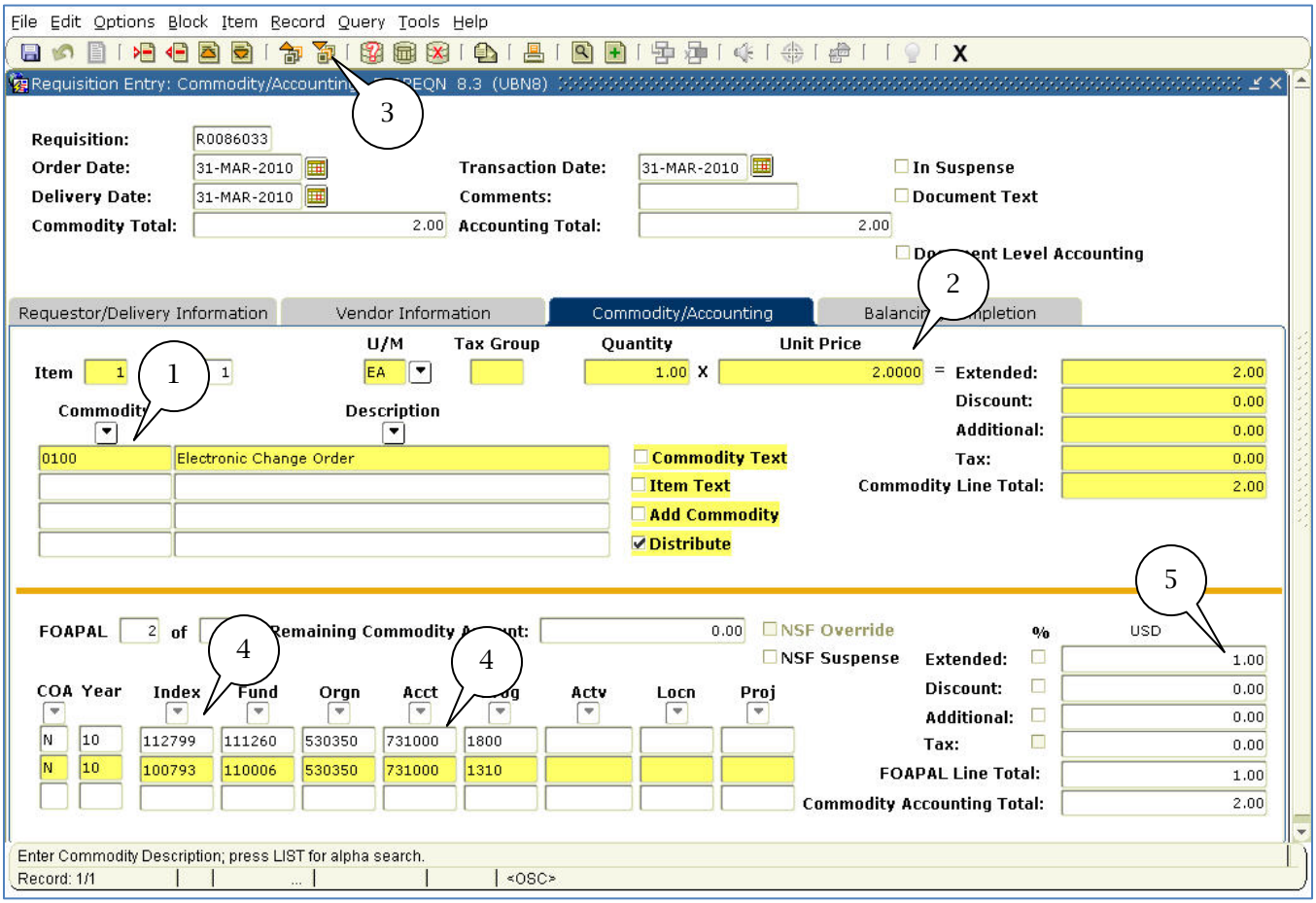
   a. Change Order
   b. Original PO number
   c. Vendor name & ID
   d. Increase, Decrease, or Cancel
   e. Reason for the change
   f. Action to be taken including line numbers to be changed
      Note: Include actual quantities changes if applicable
   g. Total line change (if applicable)

7. **Save** the document text.
8. Click **Exit** to close the document text form.
9. Complete requisition and route for approval following steps 40-43 on page 22.

Prior to Saving Document Text verify that the Print boxes are checked. If they are not, click on the box located next to the row and under the Print column to place a check mark.

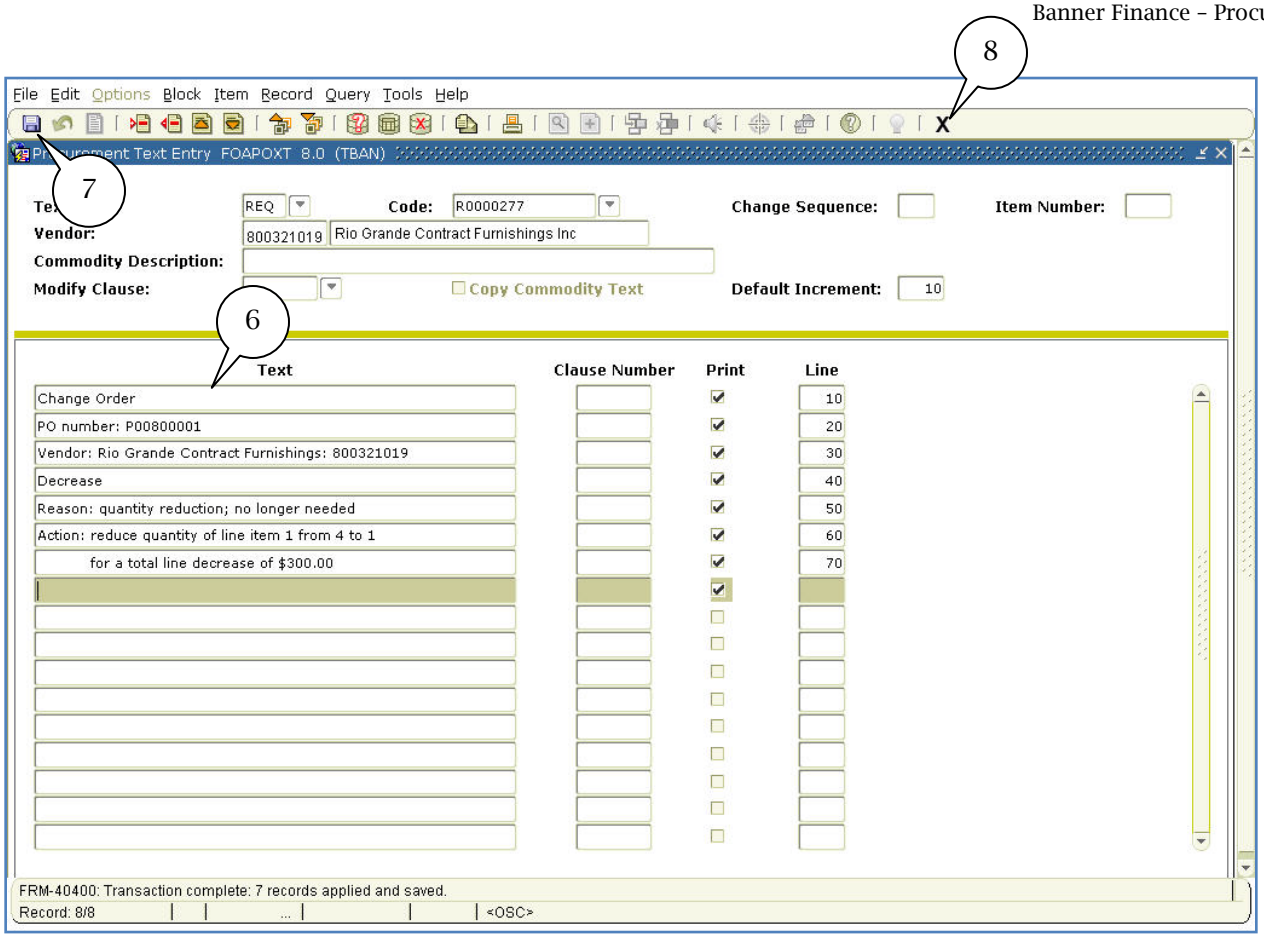
Change Order Decreases

To decrease the dollar amount on a PO, complete the following steps.



1. Enter **commodity code 0100**; description will populate (do not change the description).
2. Calculate the dollar amount to enter in **Unit Price** as follows
   a. If changes effects only one Index number, enter $1.00
   b. If change effects two or more Index numbers, enter $1.00 per index
3. Click **next block** to enter FOAPAL information.
4. Enter the **index** and **account** number(s) charged on the original PO.
5. Tab through fields to populate amount or enter amount for each index in the **Extended** row.
   a. If entering multiple indexes, enter $1.00 per index

Change Orders will encumber the amount entered on the requisition. For decreases enter $1.00 per Index number. For increases, enter the total amount of the change.



6. In **Document Text**, enter the following information. For instructions on entering document text, refer to pages 41-43.

   Note: for consistency purposes and to ensure that Procurement Services and Risk Management receives the correct information effected by the change, follow the format listed below:

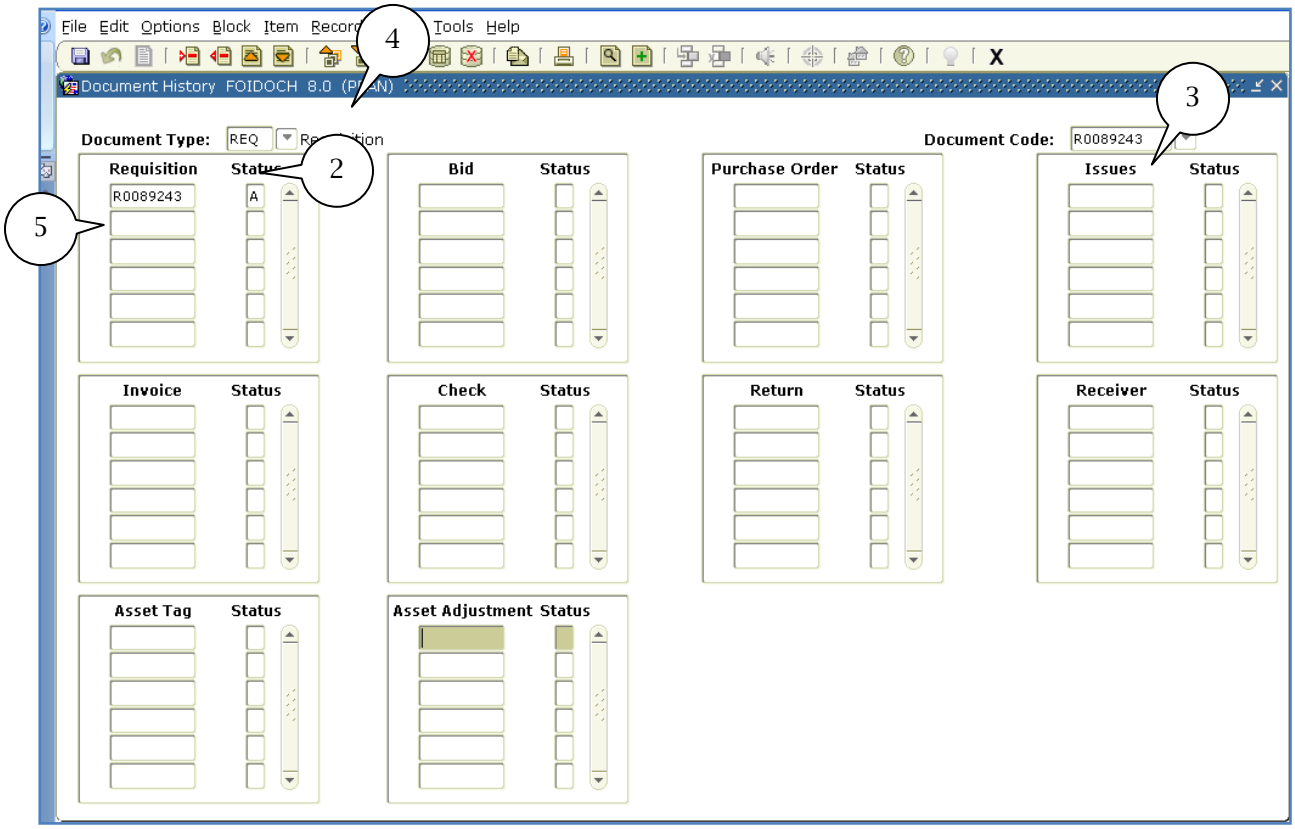
   a. Change Order
   b. Original PO number
   c. Vendor name & ID
   d. Increase, Decrease, or Cancel
   e. Reason for the change
   f. Action to be taken including line numbers to be changed
      Note: Include actual quantities changes if applicable
   g. Total line change (if applicable)

7. **Save** the document text.
8. Click **Exit** to close the document text form.
9. Complete requisition and route for approval following steps 40-43 on page 22.

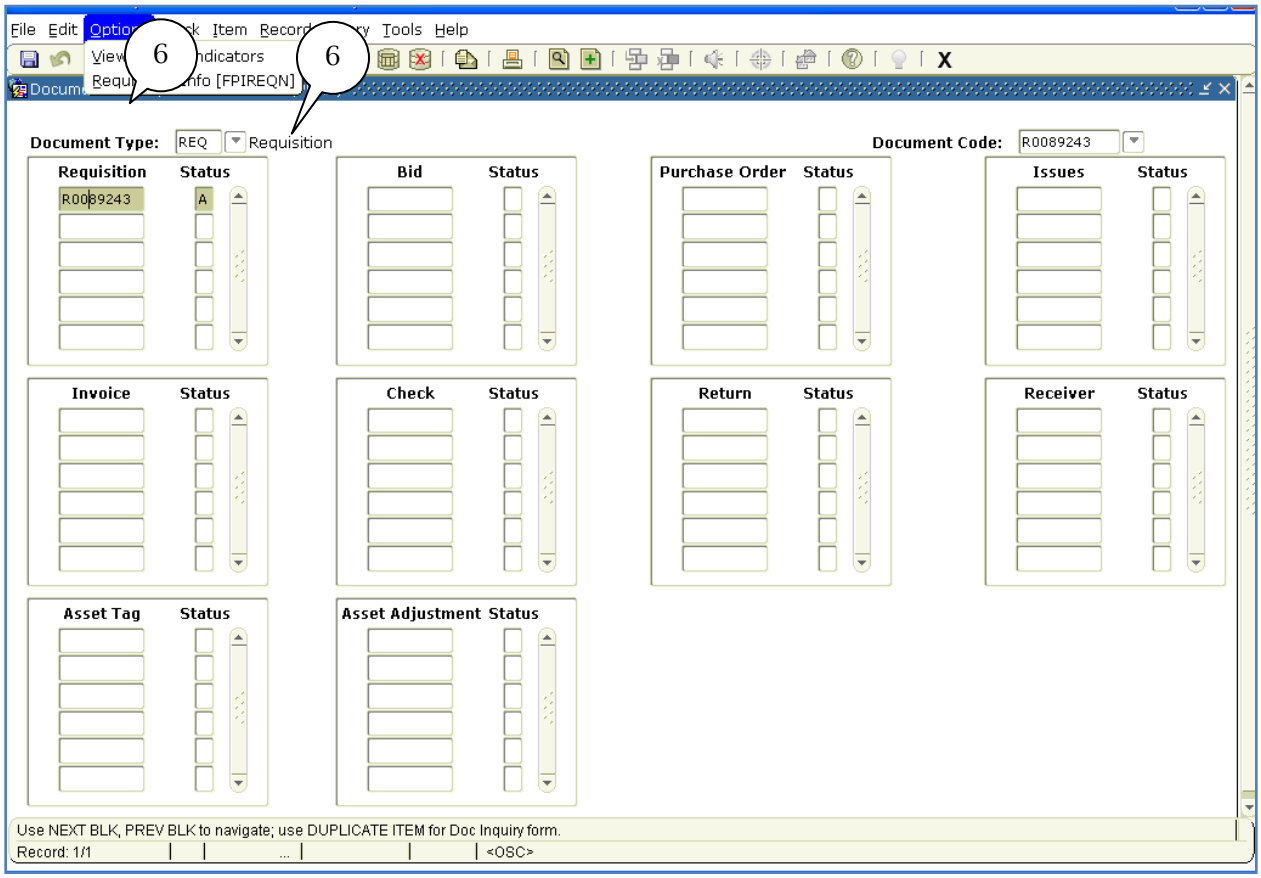
Tracking Change Order Requisitions and Changes to Purchase Orders

Once the change orders have been routed for approval tracking can be done by using forms **FOIDOCH** and **FGIENCD** in the Banner system.

To verify that the Change Order Requisition has been approved use FOIDOCH to query the requisitions.

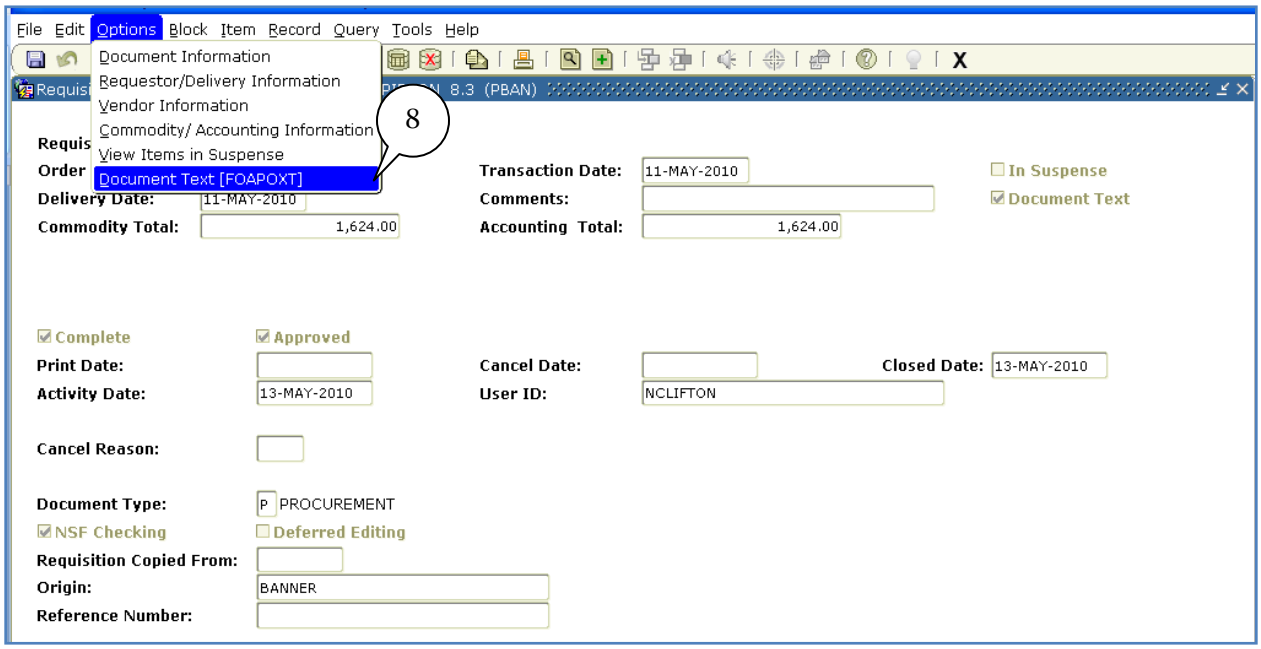


1. Access **FOIDOCH** form from the Go To Menu.
2. Enter Document Type **REQ**.
3. Enter Document Code (**Requisition number**).
4. Click on **Next Block**.
5. Requisition number will be displayed. If Requisition has been Approved, Status will reflect "**A**". If Requisition Status reflects "**C**" all approvals have not been obtain.



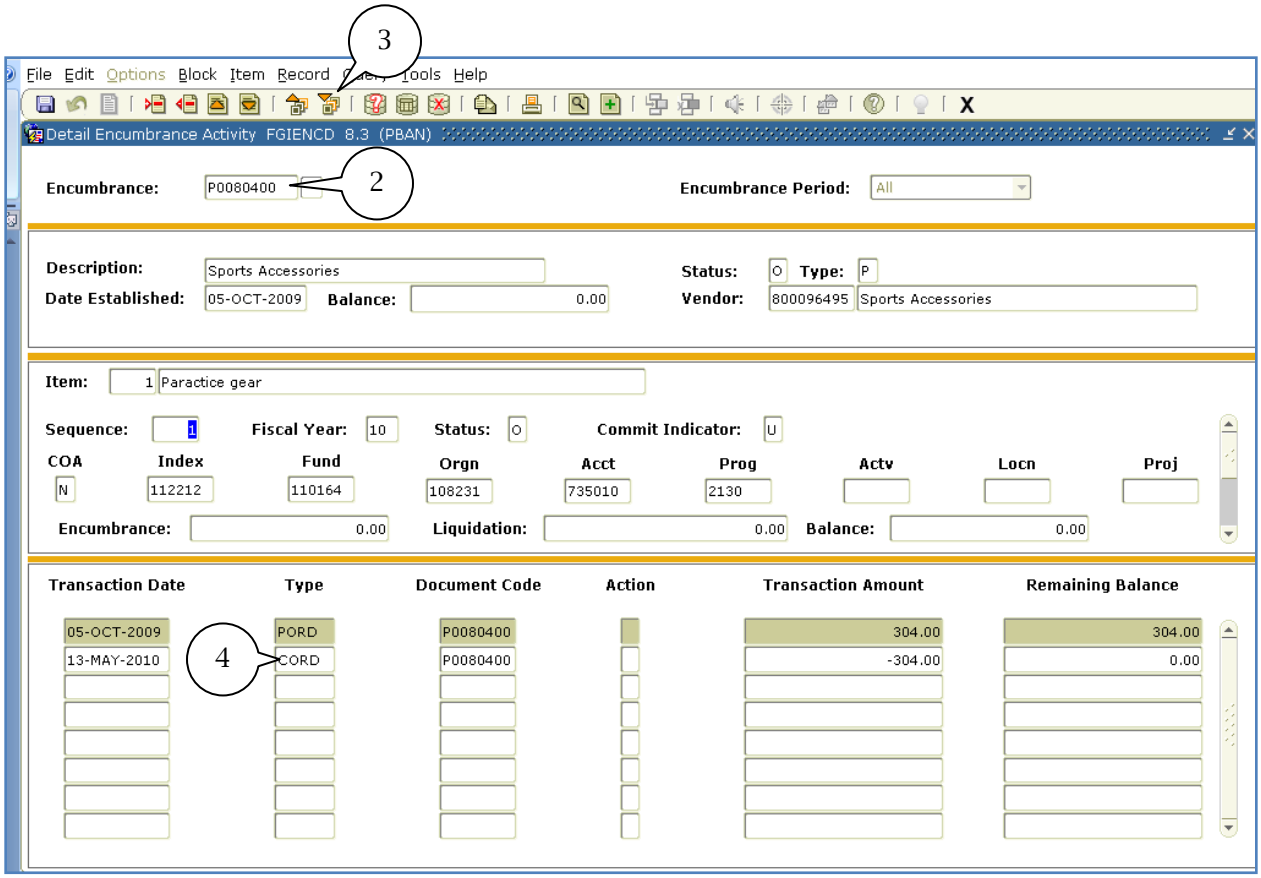
6. From the **Option** menu select the **Requisition Info [FPIREQN]** to view the requisition.
7. Click on **Next Block**.

Document Text will display the Change Order details and also will include the Purchase Order number where changes will occur. If you are unsure of the related Purchase Order follow steps below to locate the Purchase Order number.



8. With Requisition Inquiry displayed click the **Options** menu. From the drop down list select **Document Text**.
9. Click on **Next Block** to display information.
10. With Document Text displayed, record the associated Purchase Order number.
11. Click on **Exit**.
12. Click on **Exit** again to return to the Go to Menu.

Once the Change Order requisition has been approved you can view the Purchase Order to track and verify changes have been made in the Banner system.


3
File Edit Options Block Item Record Query Tools Help
Detail Encumbrance Activity FGIENCD 8.3 (PBAN)
Encumbrance: P0080400
2
Encumbrance Period: All
Description: Sports Accessories
Status: O Type: P
Date Established: 05-OCT-2009 Balance: 0.00
Vendor: 800096495 Sports Accessories
Item: 1 Paractice gear
Sequence: 1 Fiscal Year: 10 Status: O Commit Indicator: U
COA Index Fund Orgn Acct Prog Actv Locn Proj
N 112212 110164 108231 735010 2130
Encumbrance: 0.00 Liquidation: 0.00 Balance: 0.00
Transaction Date Type Document Code Action Transaction Amount Remaining Balance
05-OCT-2009 PORD P0080400 304.00 304.00
13-MAY-2010 CORD P0080400 -304.00 0.00
4

1. Access **FGIENCD** from the Go to menu.
2. Enter the **Purchase Order** number in the **Encumbrance** field.
3. Click on **Next Block**.
4. The Detail Encumbrance form will list all transactions associated with the Purchase Order. When Change Orders have been updated on Banner the Purchase Order will display CORD (Established Change Order) under the Type field. If additional line items have been changed you will use Next Record to display additional line items.
5. Click to **Exit** form.

Receiving

Business Rules

- Main campus Only: All equipment (capital) purchases greater than or equal to $1000 will be received by the Central Receiving Office. Use the Central Receiving shipping address when creating the requisition (ship to code **SH0152**).

- All purchases of goods less than or equal to $999.99 are considered two-way matches and do not require receiving.

- All purchases of goods (non-capital) greater than or equal to $1000.00 will require receiving by the requesting department.

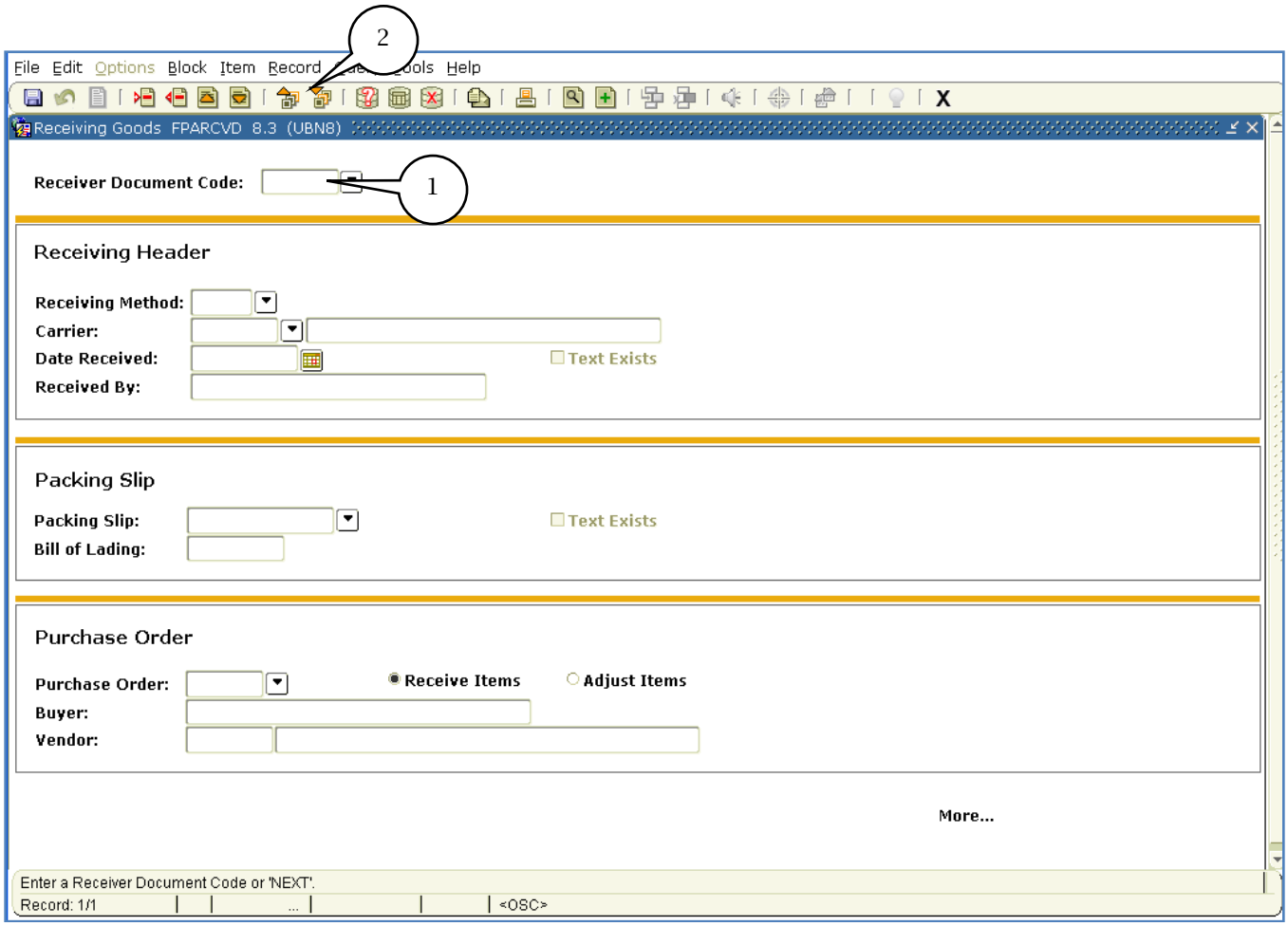
- Ordering departments who wish to stop payment to any vendor on the basis of a failure to deliver goods or services or of delivery of unacceptable goods and services before a check has been issued may contact Accounts Payable via e-mail or use the Stop Payment form http://www.nmsu.edu/~boffice/forms/index.html. This form is located under Business, Finance and Human Resources form page on the web. If payment has been issued, the ordering department should work directly with the vendor to resolve all disputes. If a credit should be taken, the vendor must submit a credit memo directly to Accounts Payable.

Receiving Goods – Receive All

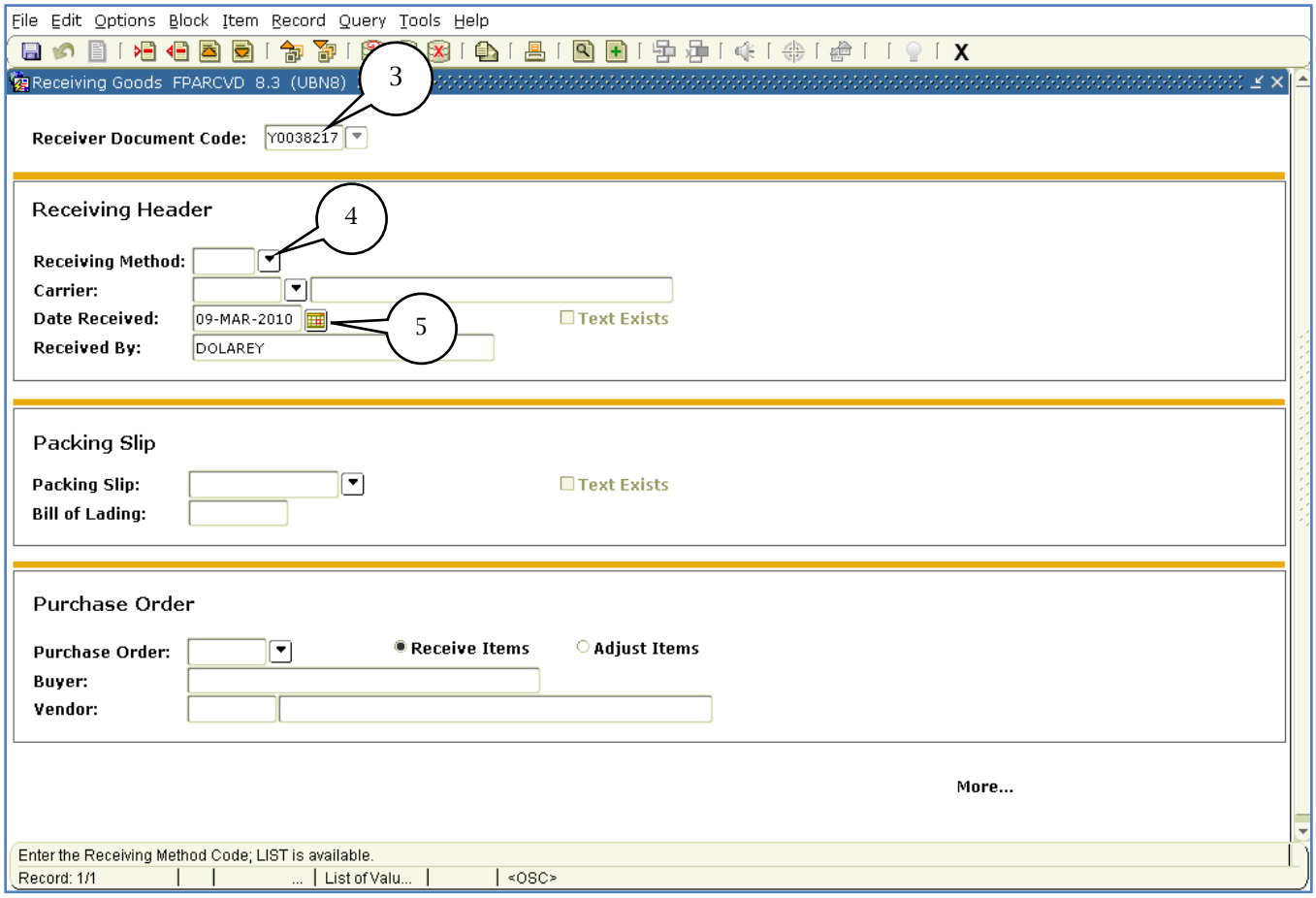
Use the Receive All process when all of the line items were received on the same day and there are no discrepancies between the quantities received and the quantities listed on the purchase order.

Type **FPARCVD** in the Direct Access **Go To...** field and press the **Enter** key.

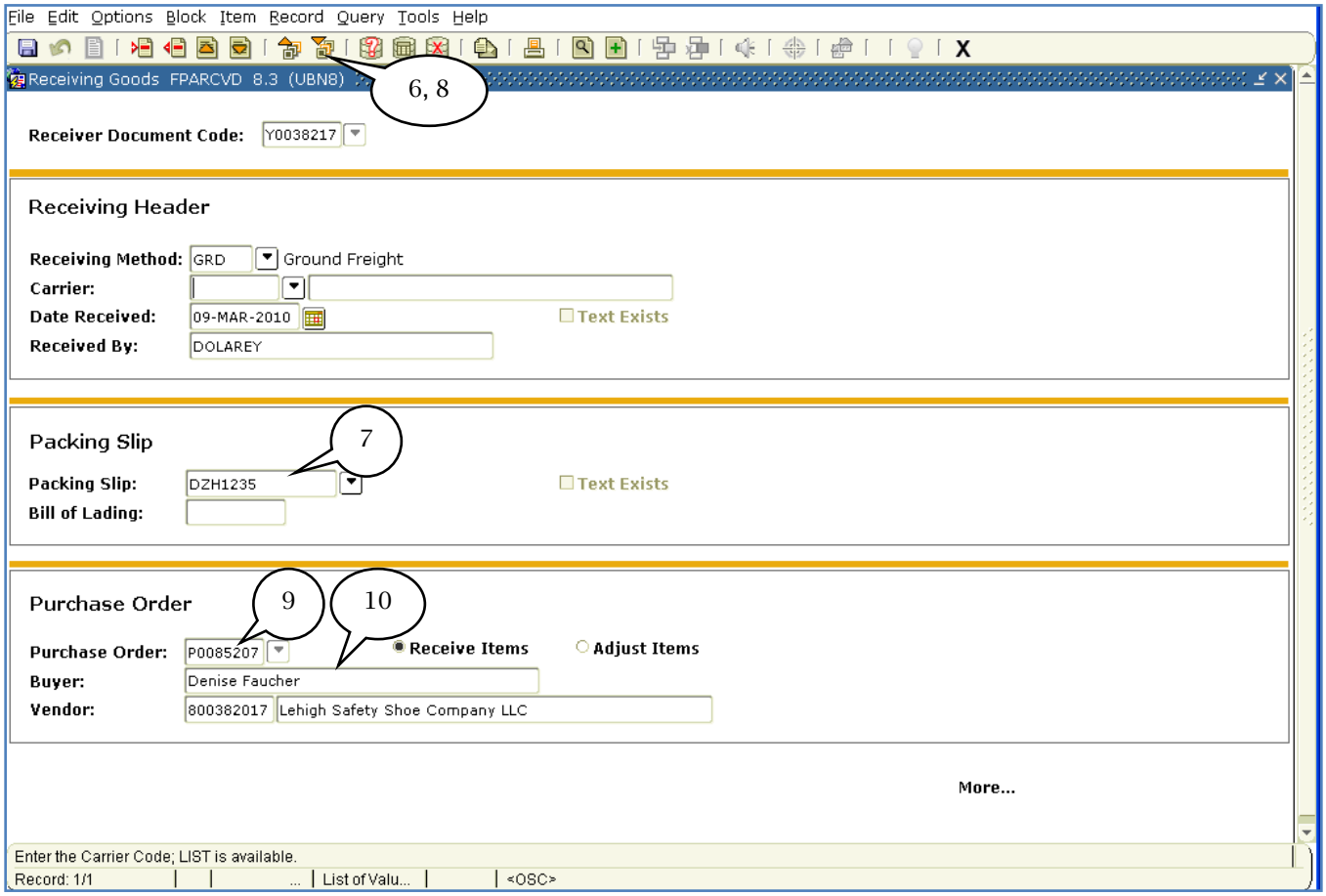
The **Receiving Goods** form, **FPARCVD**, will be displayed.



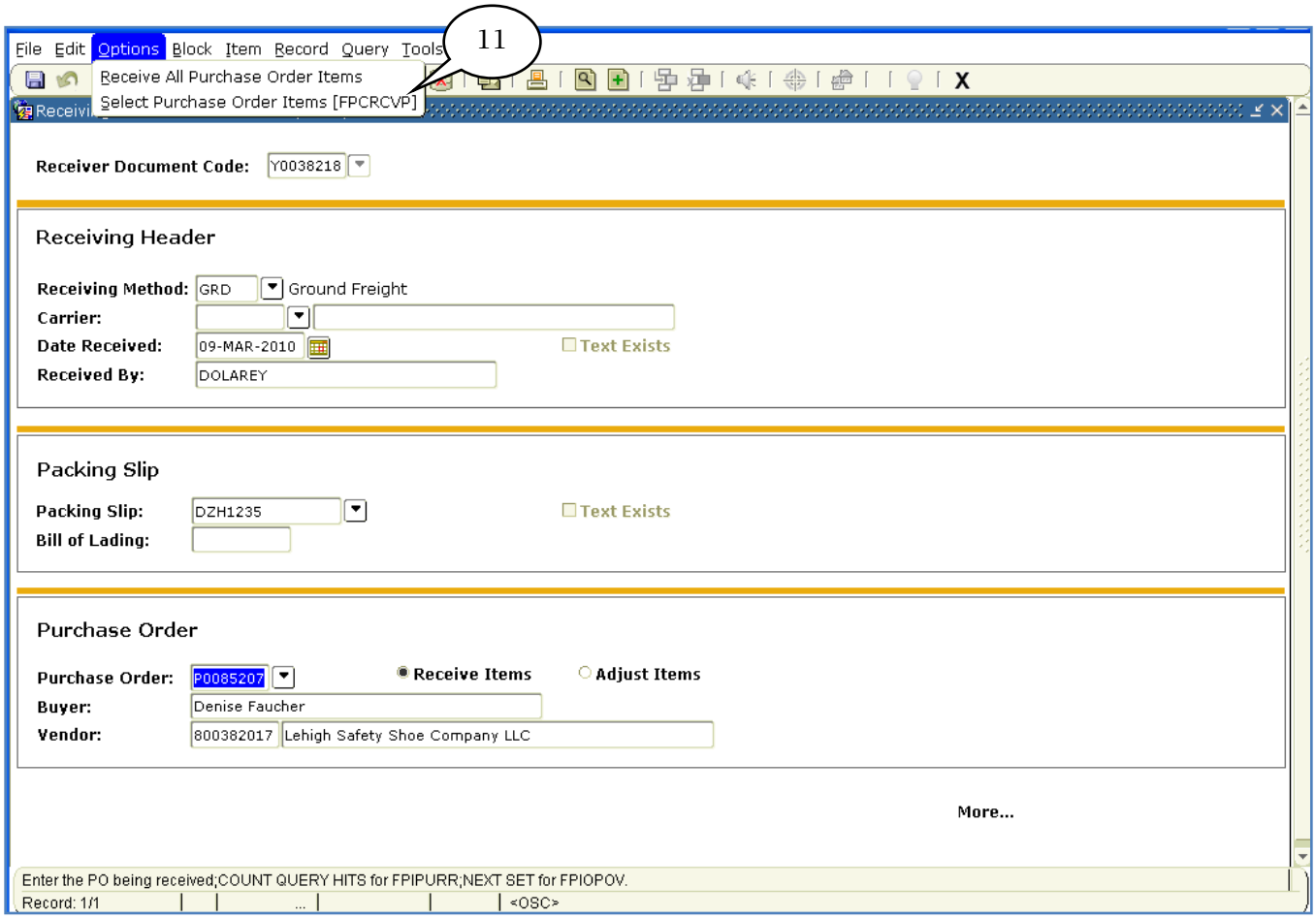
1. Type **NEXT** in the **Receiver Document Code** field.
2. Click on the **Next Block** button.



3. Record the **Receiver Document Code** on the **Finance Log** (see Appendix A).
4. Use the **Search** button to select a **Receiving Method**.
5. If the actual date you received the goods or services was not today, press the **Tab** key to move your cursor to the **Date Received** field and enter the actual date received.

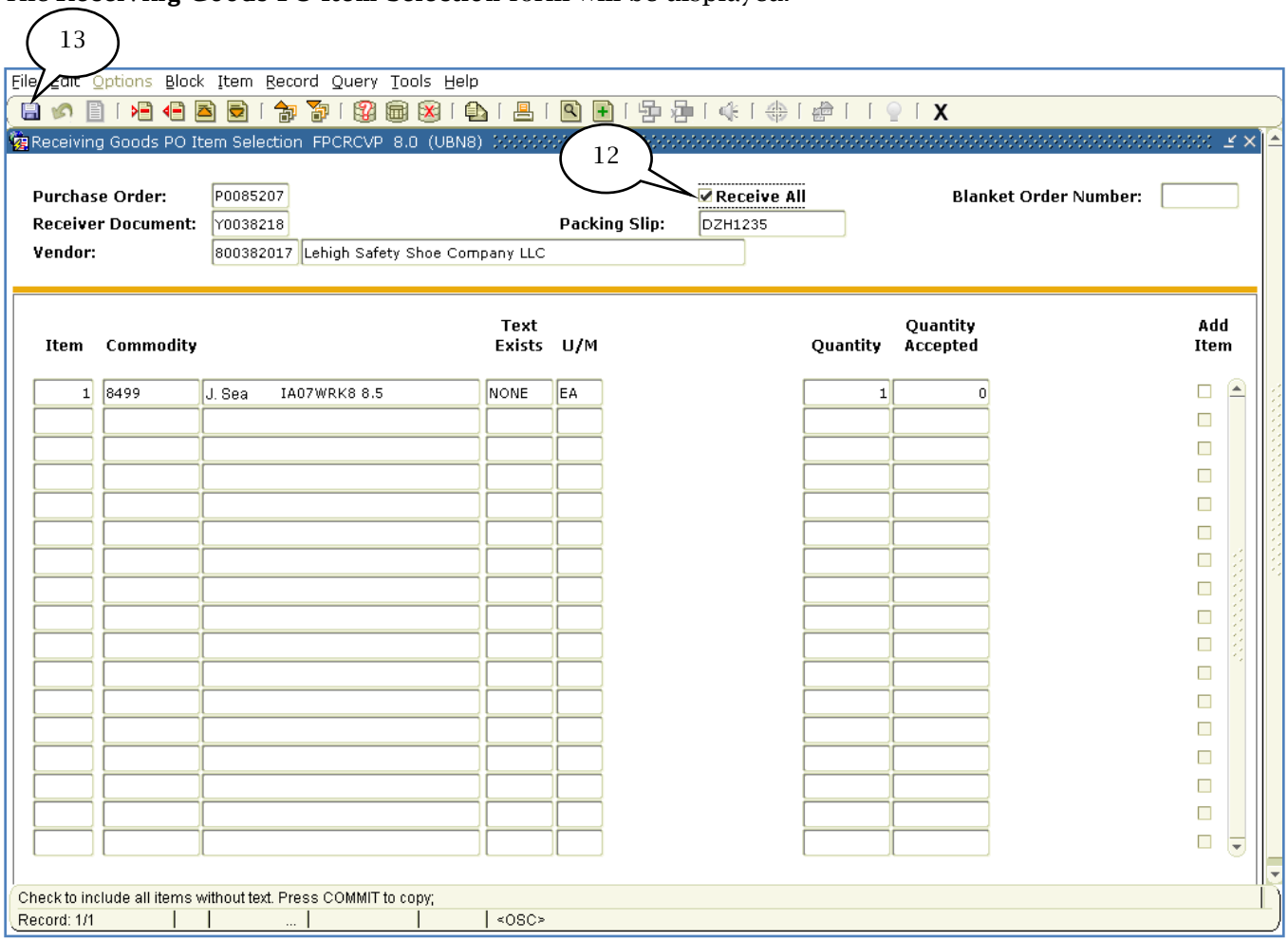


6. Click on the **Next Block** button to go to the **Packing Slip** block.
7. Enter the packing slip number in the **Packing Slip** field.
8. Click on the **Next Block** button.
9. Type the purchase order number in the **Purchase Order** field and press the **Enter** key. The **Buyer** and **Vendor** fields are automatically populated from the purchase order.
10. Verify that the **Receive Items** radio button is selected.



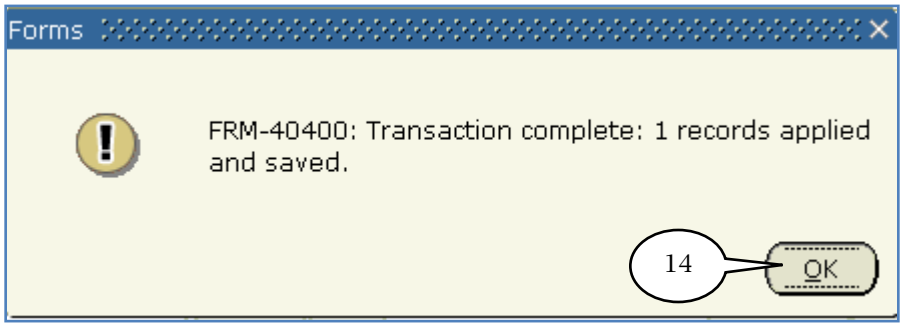
11. Click on **Select Purchase Order Items [FPCRCVP]** from the **Options** menu.

The **Receiving Goods PO Item Selection** form will be displayed.



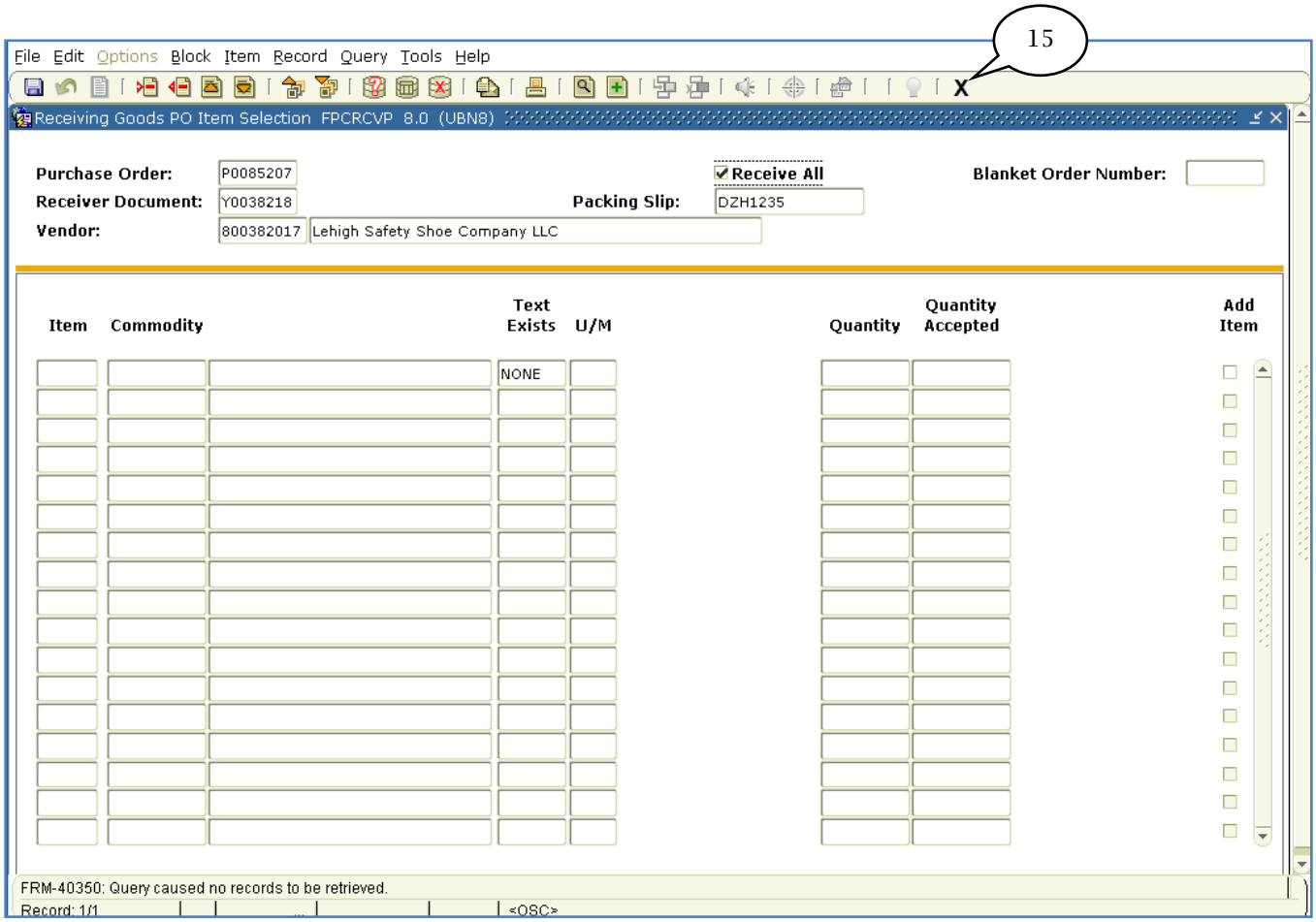
12. Click in the **Receive All** checkbox.
13. Click on the **Save** button .

The **Forms** window will indicate that all of your items have been saved.



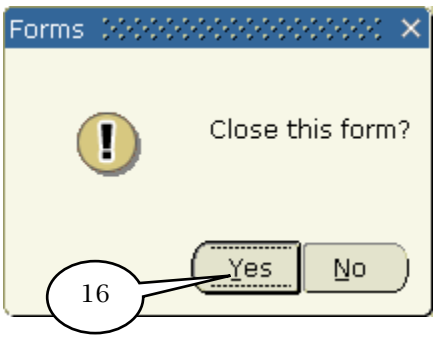
14. Click on the **OK** button.

The **Receiving Goods PO Item Selection** screen will still be displayed, but there will be no items listed for the purchase order.



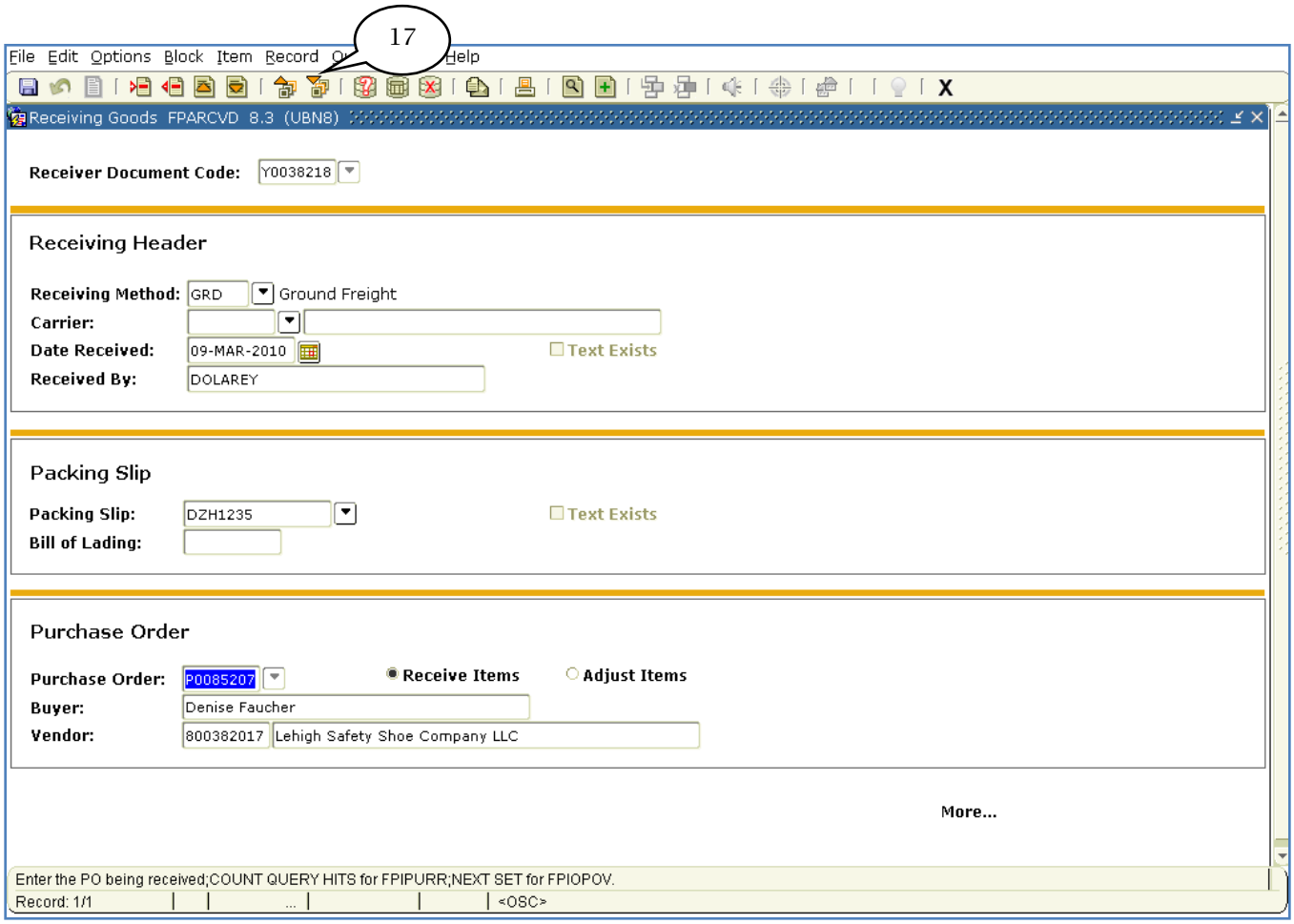
15. Click on the **Exit** button X.

The **Forms** window will ask if you want to **Close this form?**



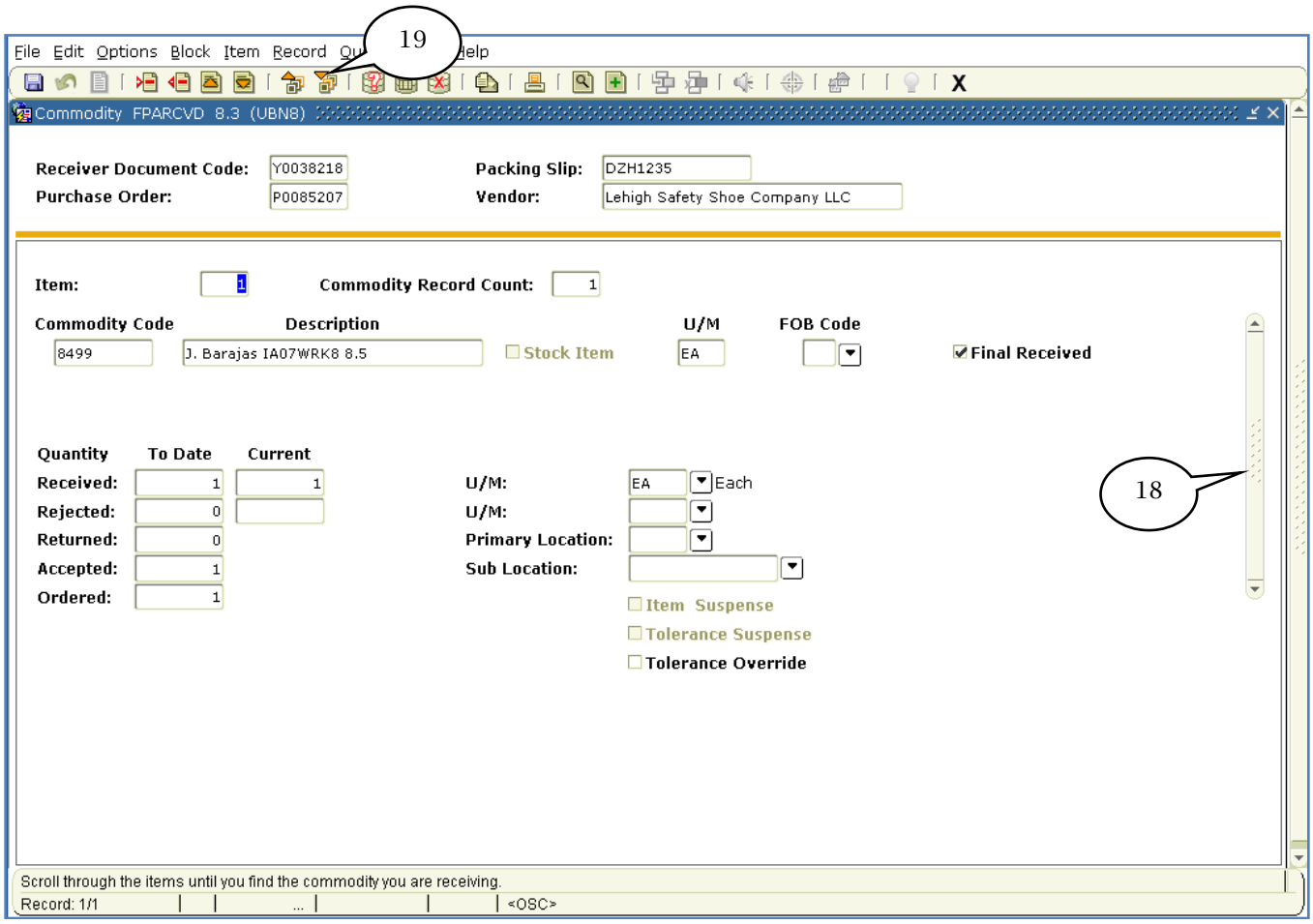
16. Click on the **Yes** button.

The **Receiving Goods** form will be displayed.



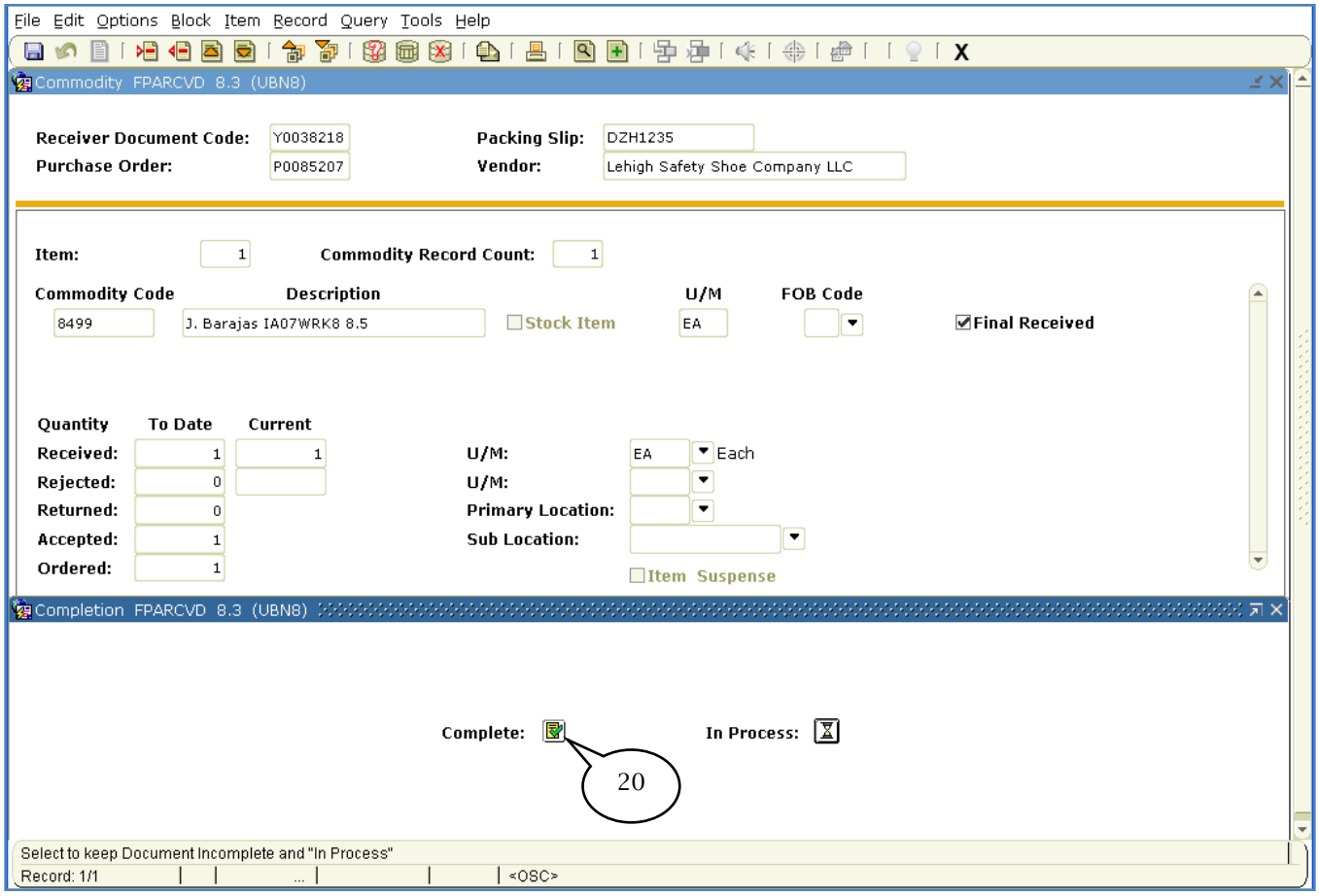
17. Click on the **Next Block** button to display the **Commodity** block.

The **Commodity** block will be displayed.



18. If you wish to review the commodities being received, use the scroll bar to display each line.
19. Click on the **Next Block** button .

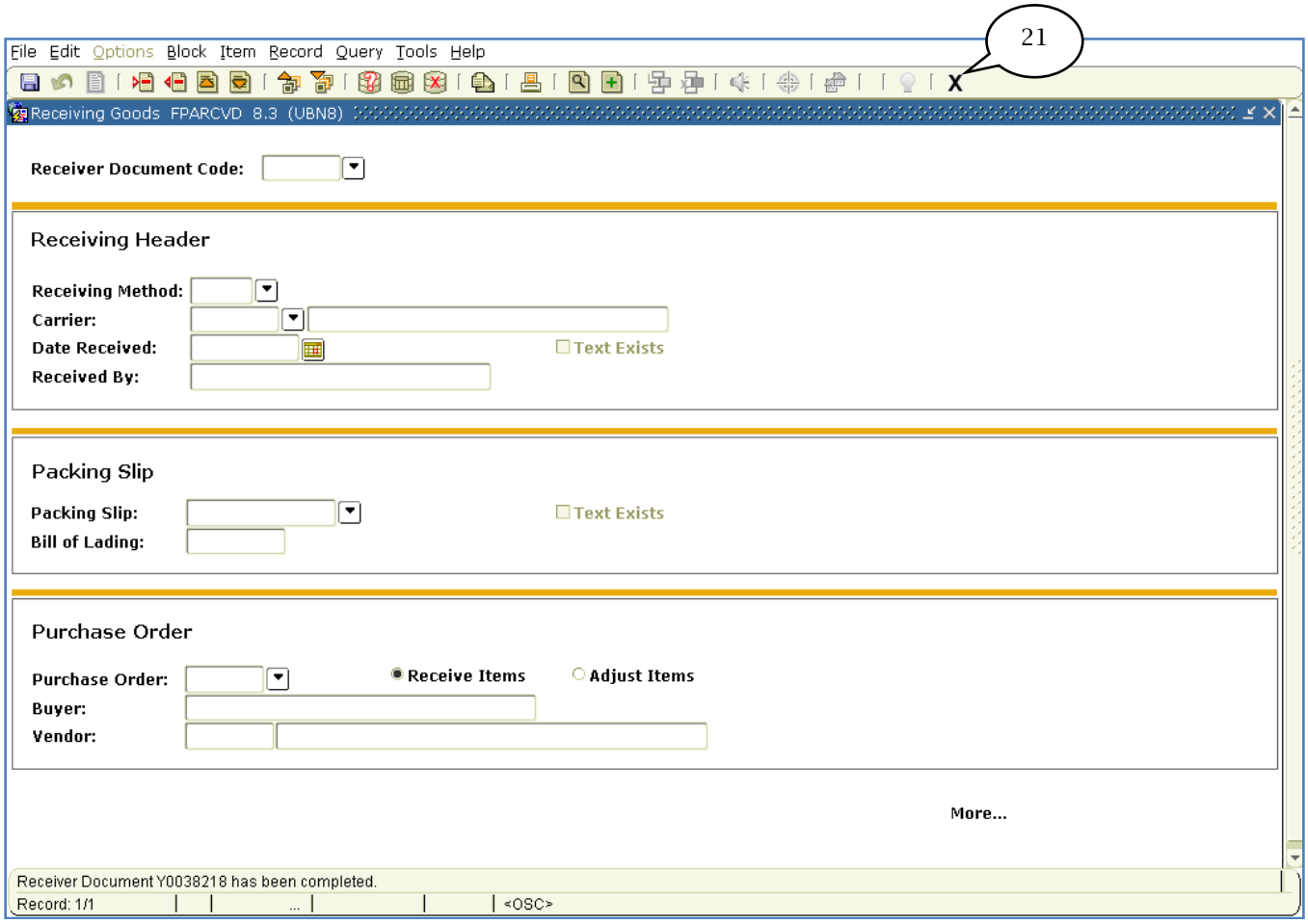
The **Completion** window will be displayed.



20. Click on the **Complete** button.

*You must click on the **Complete** button before the receiving document can post.*

The **Receiving Goods** form will be displayed with no information.



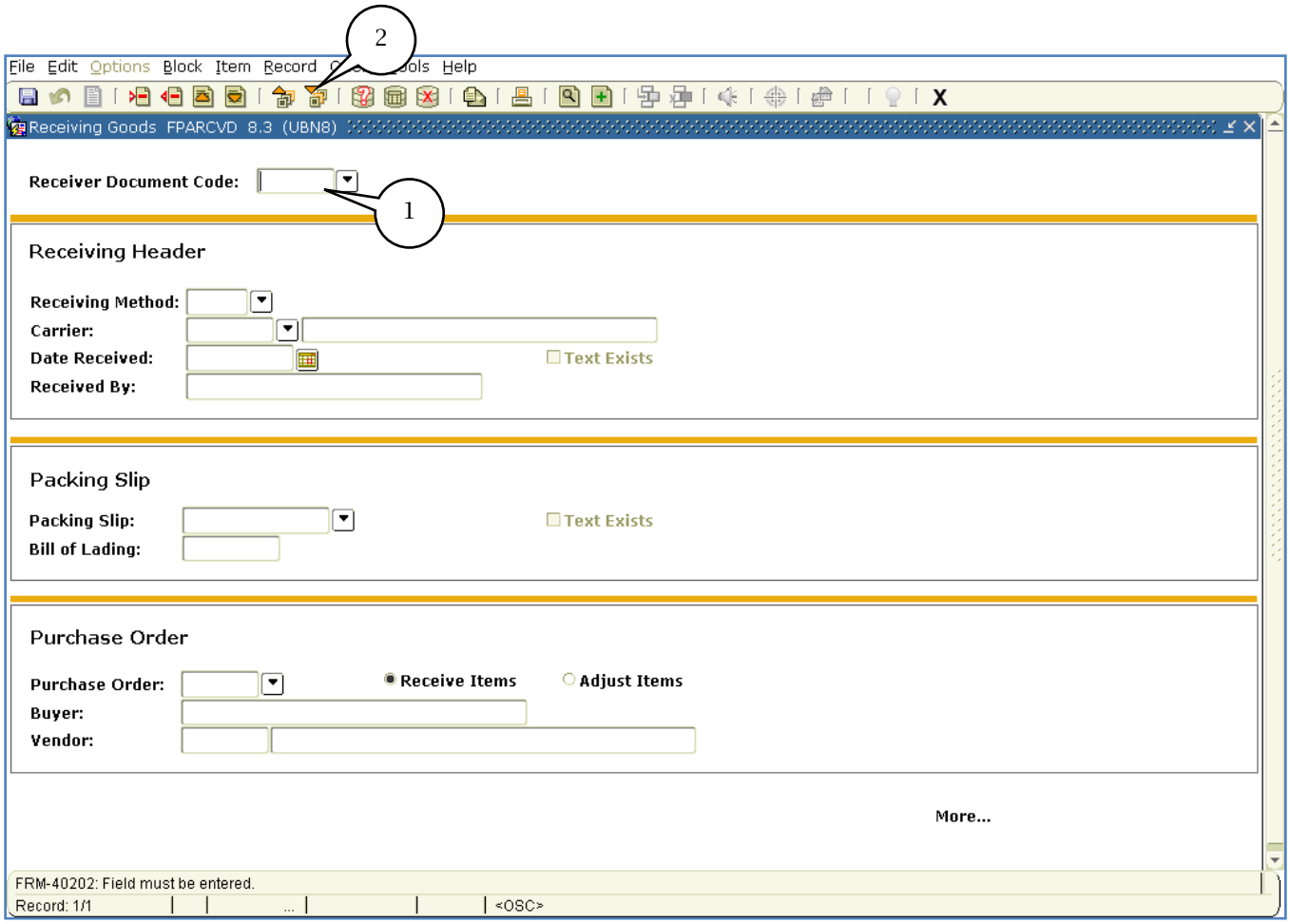
21. Click on the **Exit** button to return to the **General Menu**.

Receiving Goods – Receive a Partial Order

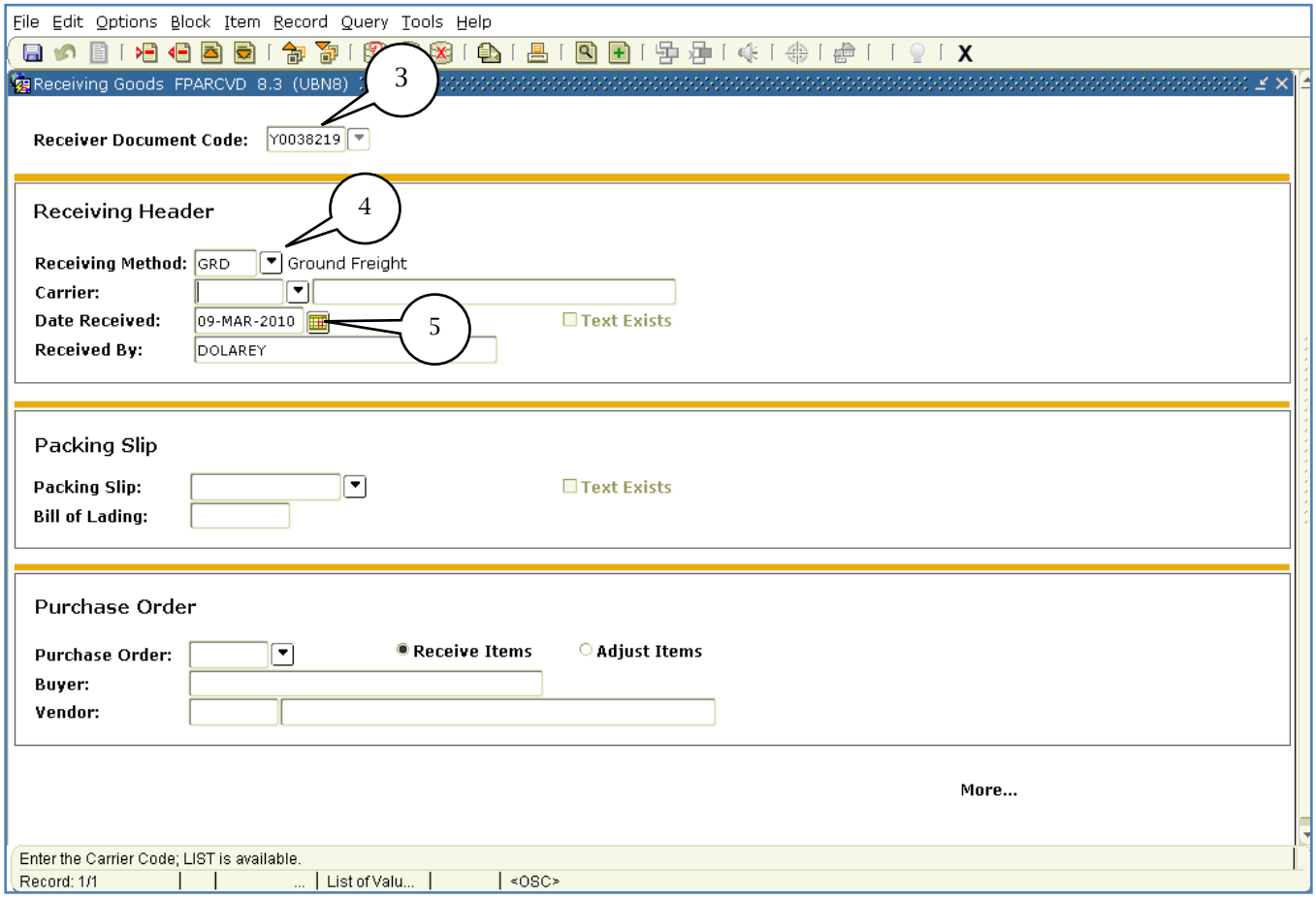
Use Receive Goods – Receive a Partial Order when not all of the line items were received on the same day or there are discrepancies between the quantities received and the quantities listed on the purchase order.

Type **FPARCVD** in the Direct Access **Go To...** field and press the **Enter** key.

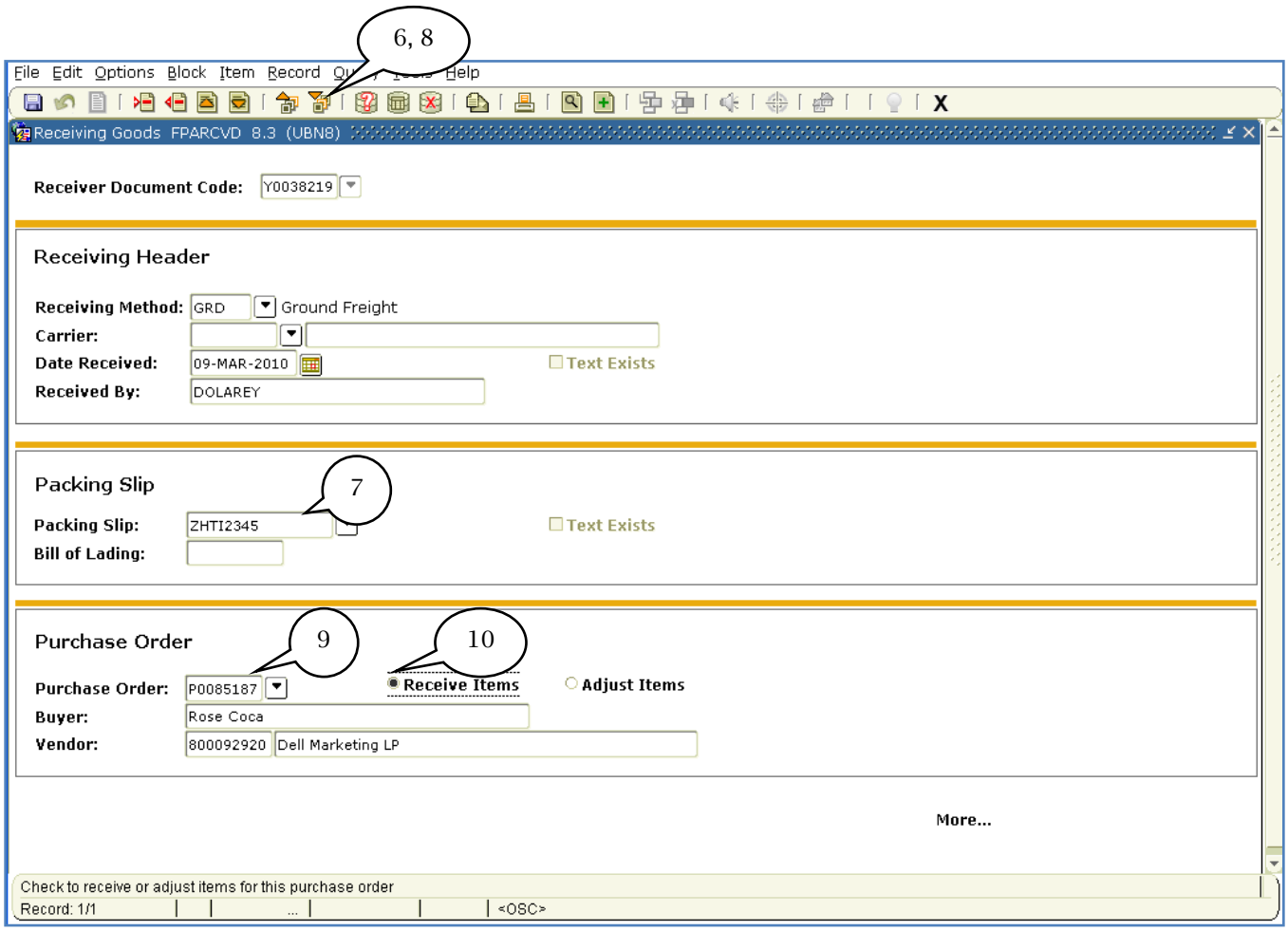
The **Receiving Goods** form, **FPARCVD**, will be displayed.



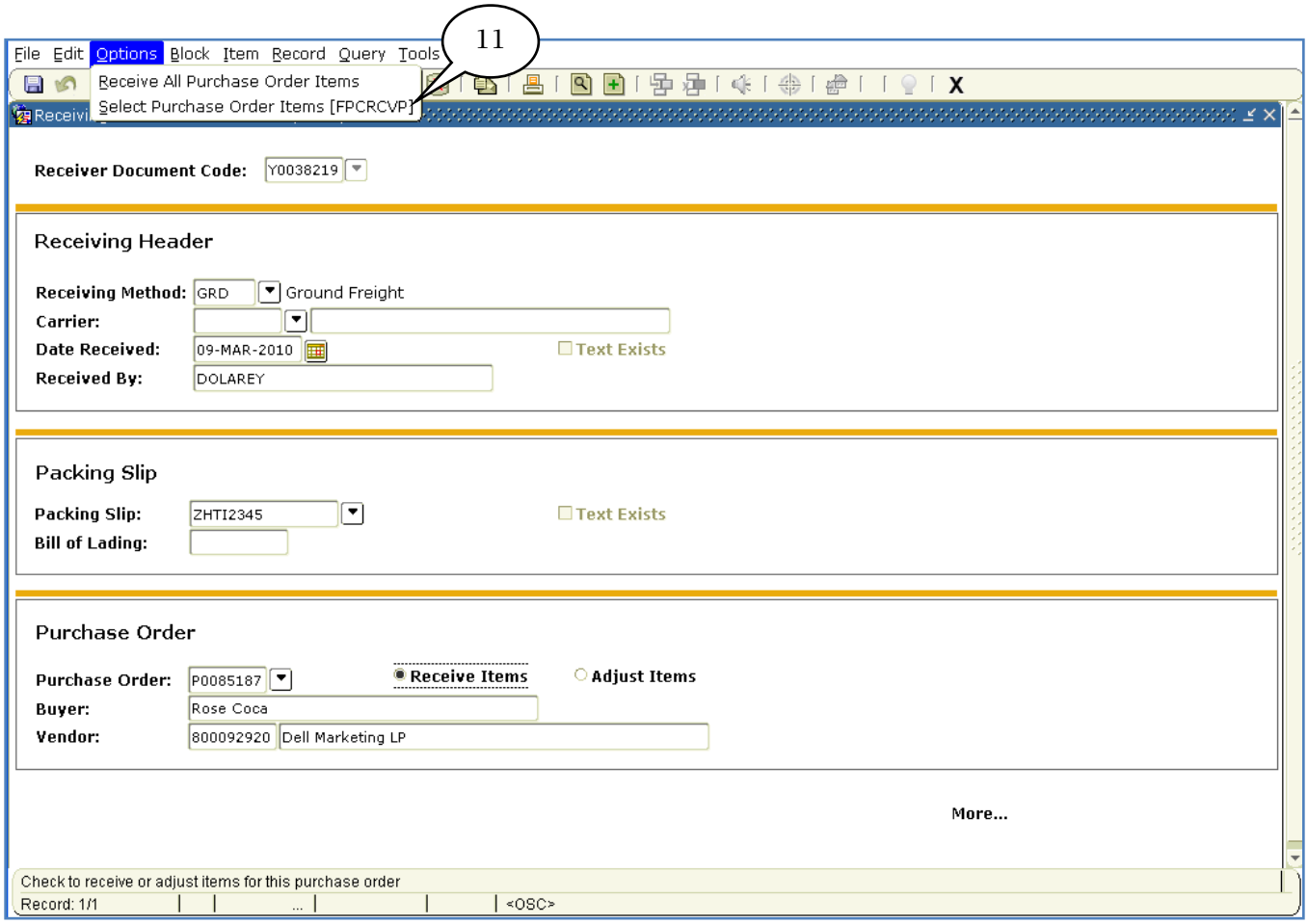
1. Type **NEXT** in the **Receiver Document Code** field.
2. Click on the **Next Block** button.



3. Record the **Receiver Document Code** on the **Finance Log** (see Appendix A).
4. Use the **Search** button to select a **Receiving Method**.
5. If the actual date you received the goods or services was not today, press the **Tab** key to move your cursor to the **Date Received** field and enter the actual date received.

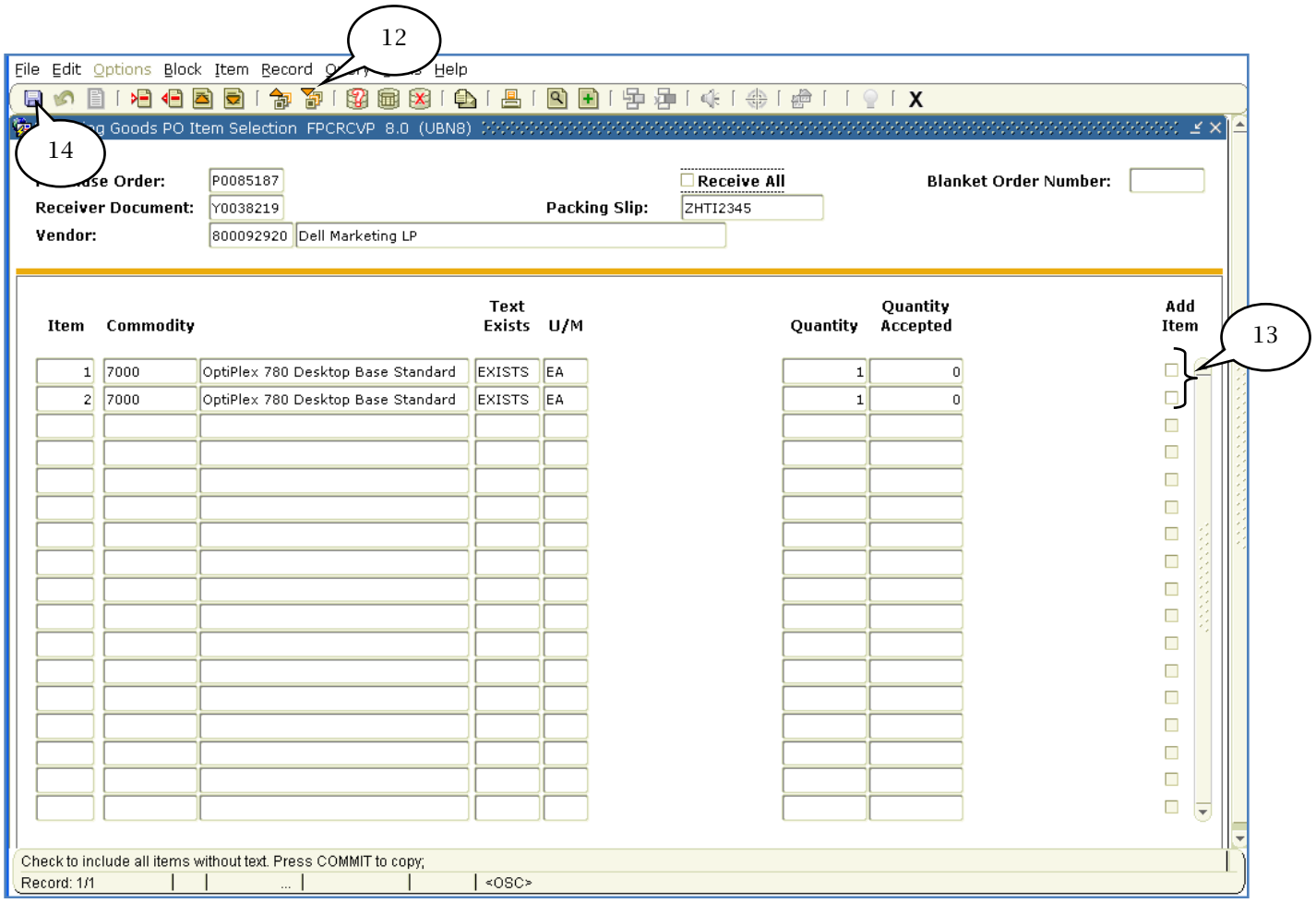


6. Click on the **Next Block** button to go to the **Packing Slip** block.
7. Enter the packing slip number in the **Packing Slip** field.
8. Click on the **Next Block** button.
9. Type the Purchase Order number in the **Purchase Order** field and press the **Enter** key. The **Buyer** and **Vendor** fields are automatically populated from the purchase order.
10. Verify that the **Receive Items** radio button is selected.



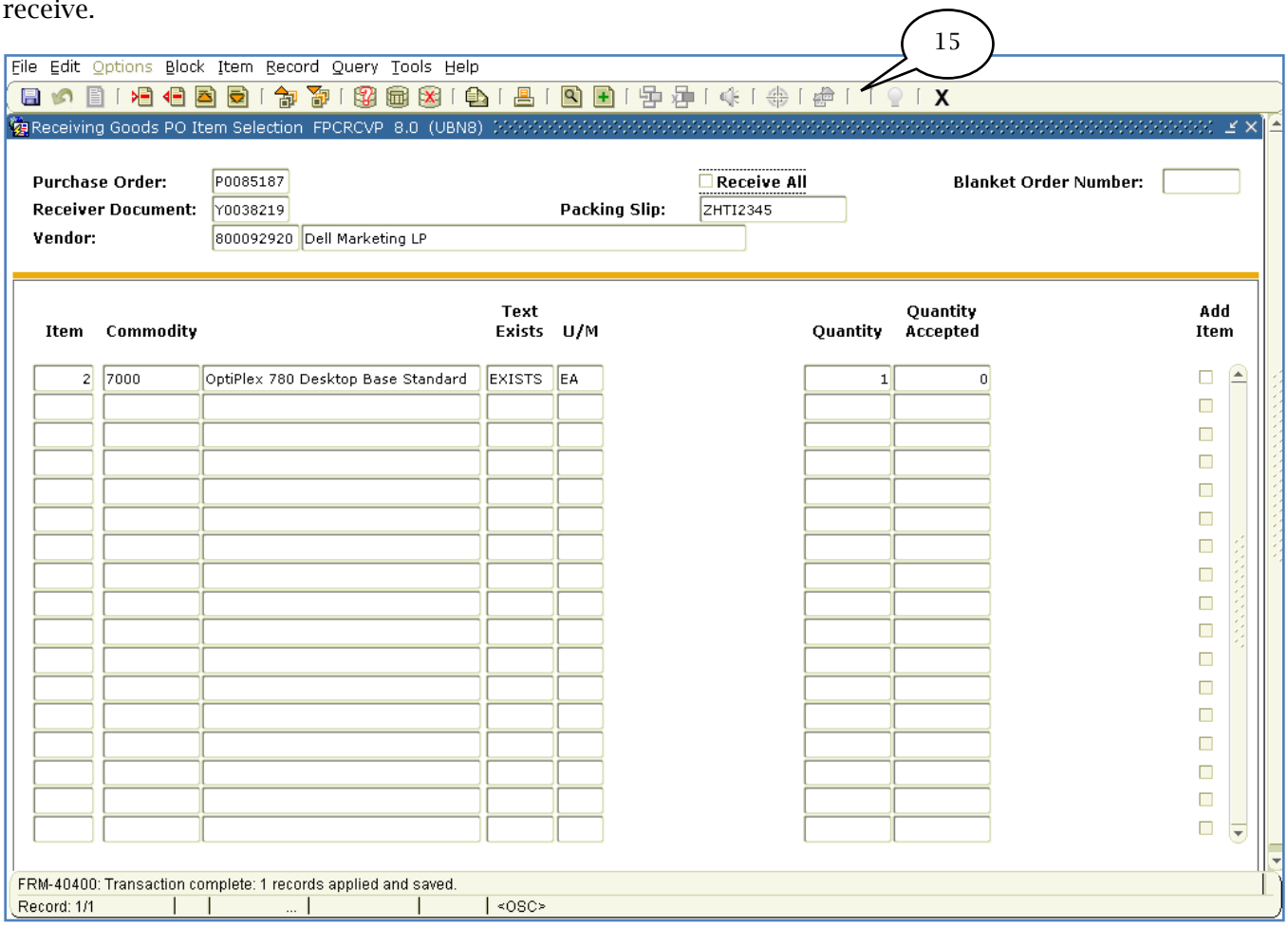
11. Click on **Select Purchase Order Items** from the **Options** menu.

The **Receiving Goods PO Item Selection** form, **FPCRCVP**, will be displayed.



12. Click on the **Next Block** button.
13. Click in the checkbox in the **Add Item** column for each item that you are ready to receive, even if you are not receiving the entire quantity.
14. Click on the **Save** button.

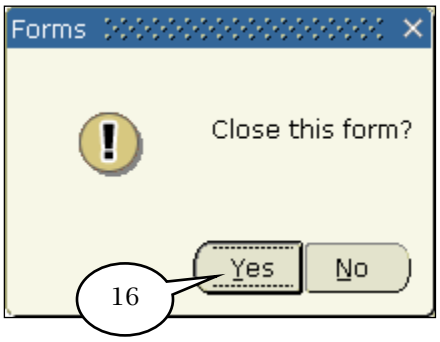
The **Receiving Goods PO Item Selection** form will now list only the items you did not choose to receive.



The **Auto Hint** line will display the message "**Transaction complete: XX records applied and saved.**" **XX** represents the number of items you selected to receive.

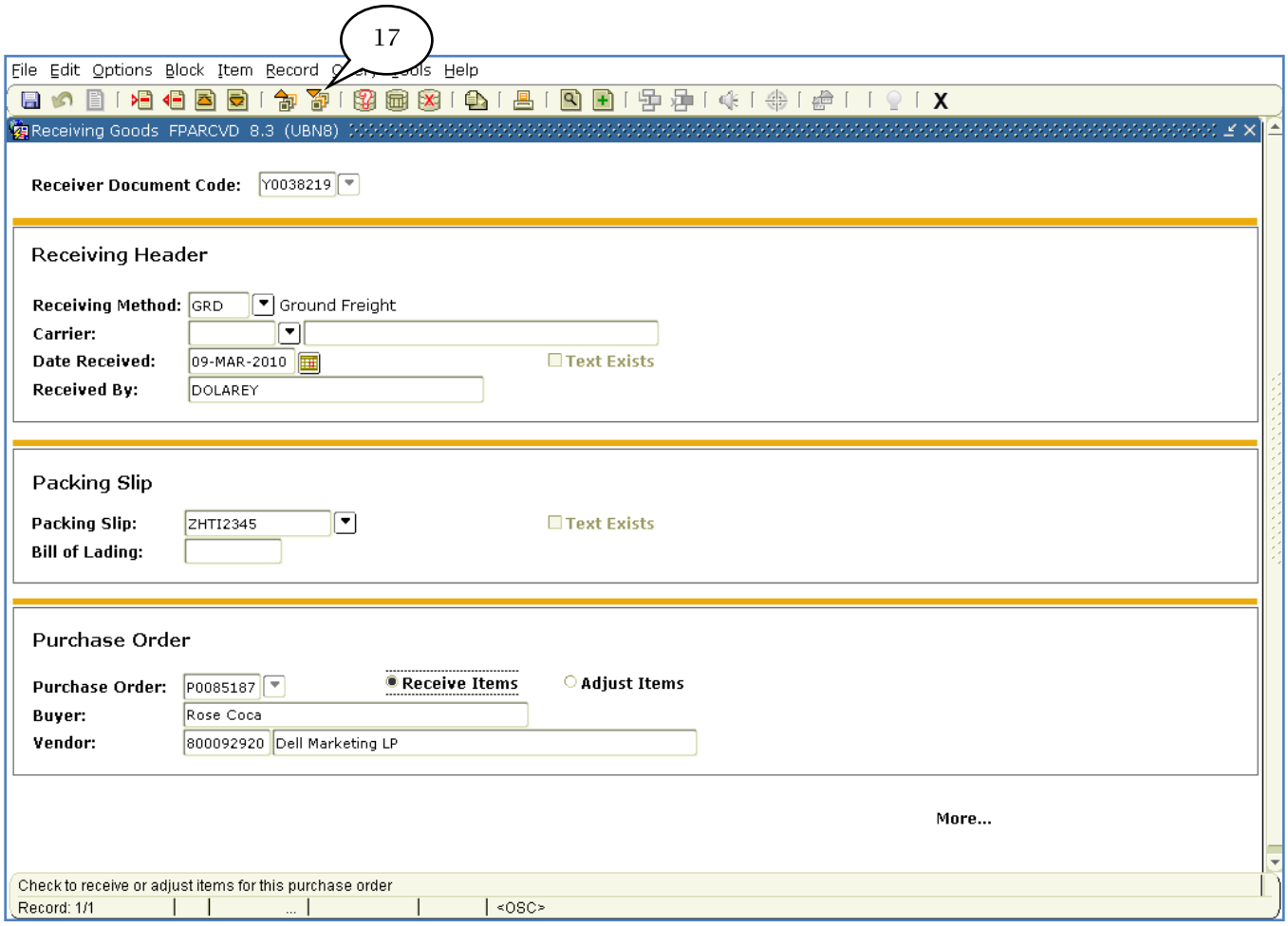
15. Click on the **Exit** button [X].

The **Forms** window will ask if you want to **Close this form?**



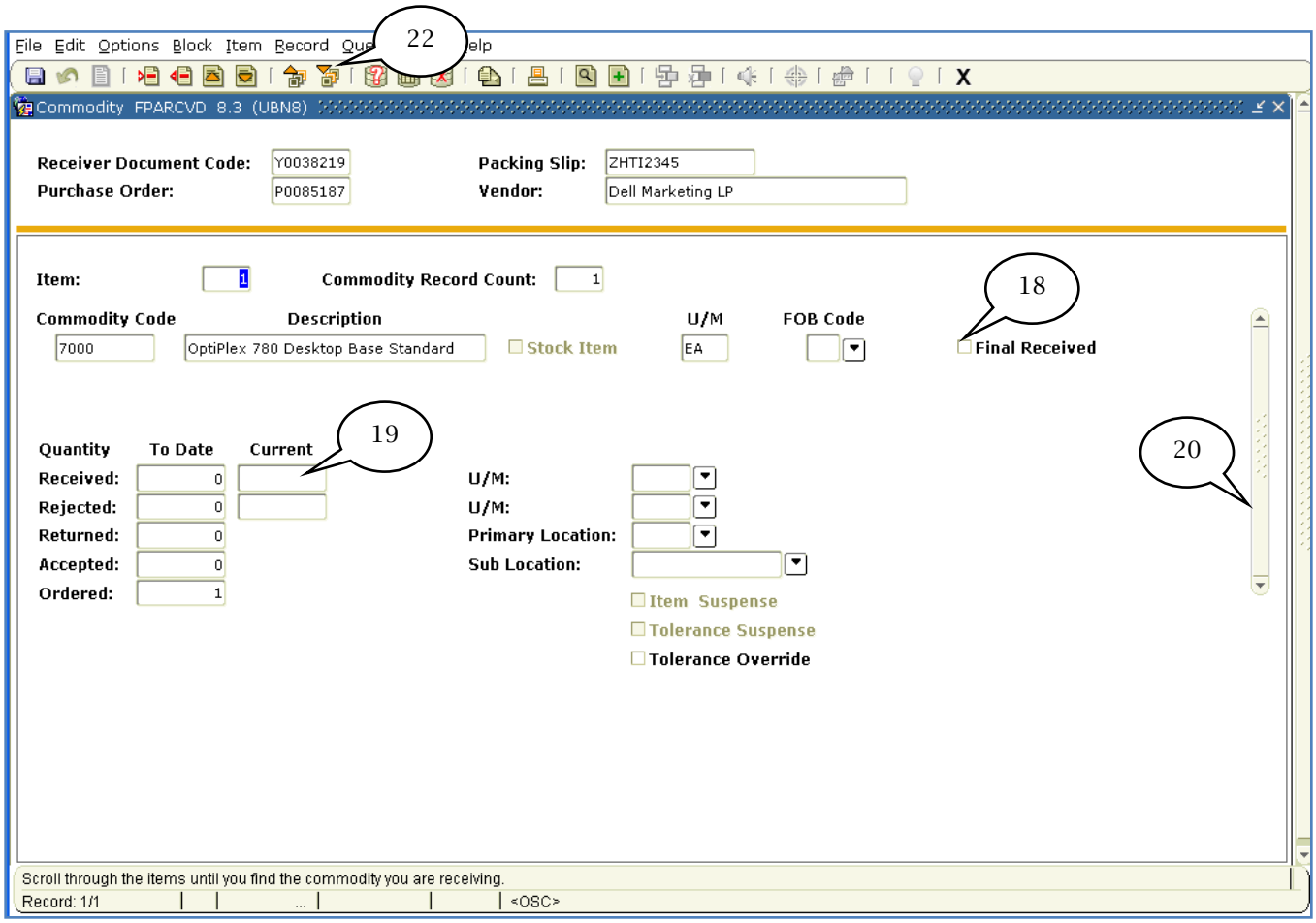
16. Click on the **Yes** button.

You will return to the **Receiving Goods** form.



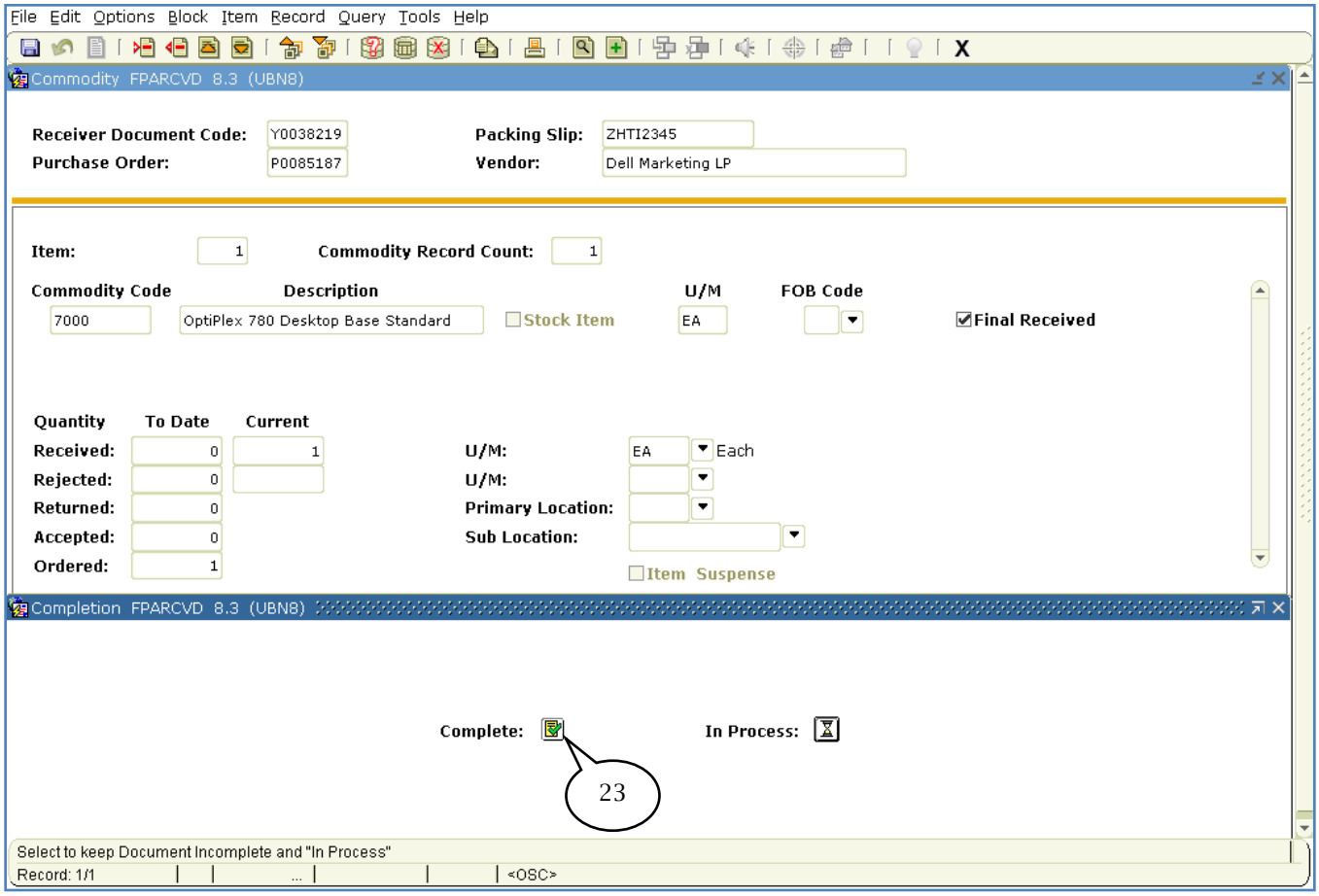
17. Click on the **Next Block** button .

The **Commodity** block will be displayed.



18. For this commodity, did you receive all of the goods?
16. If yes, click in the **Final Received?** checkbox.
17. If no, leave the **Final Received?** checkbox blank. Receiving for this commodity will have to be completed using this same process when the remaining goods or services are received.
19. Click in the **Current Quantity Received** field and enter the quantity of goods received for this commodity.
20. Use the scrollbar to review information for additional commodities.
21. Repeat steps 18 through 21 for each commodity you are receiving.
22. When you have finished reviewing and entering quantities for all commodities, click on the **Next Block** button .

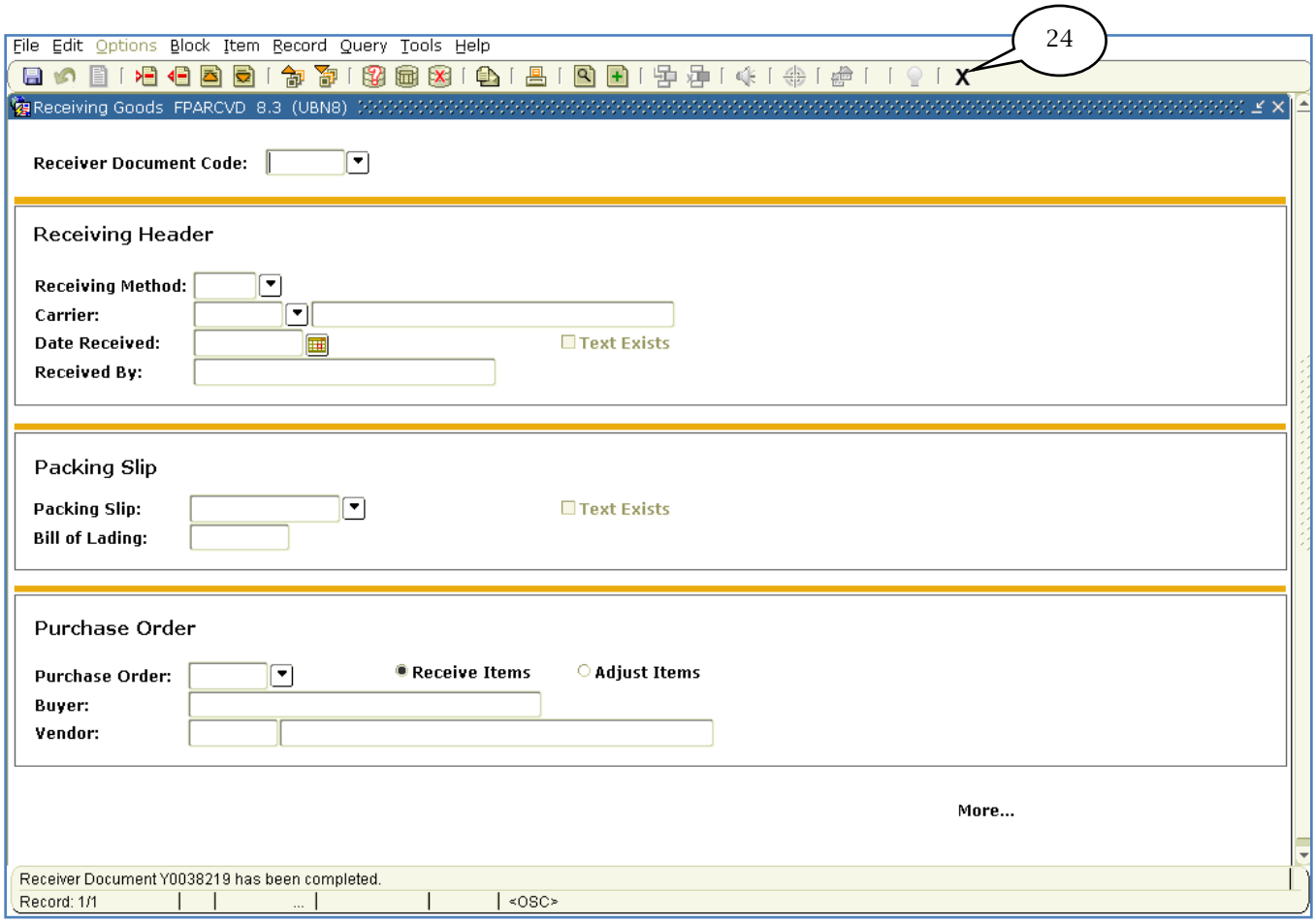
The **Completion** window will be displayed.



23. Click on the **Complete** button.

*You must click on the **Complete** button before the receiving document can post.*

The **Receiving Goods** form will be displayed with no information.



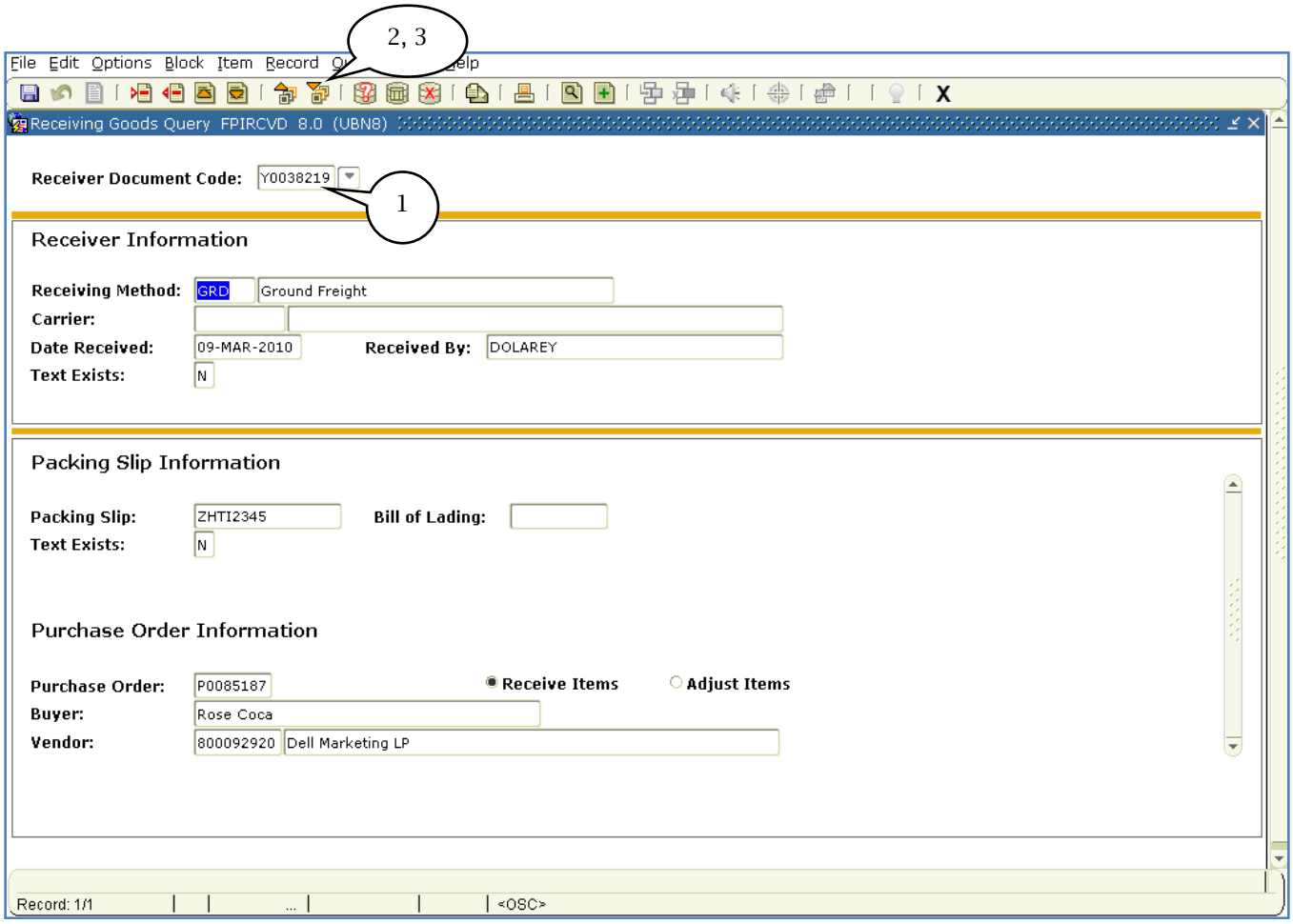
24. Click on the **Exit** button to return to the **General Menu**.

Querying Received Goods

Use the **Receiving Goods Query** form, **FPIRCVD**, to view the items that have been received and the quantities received.

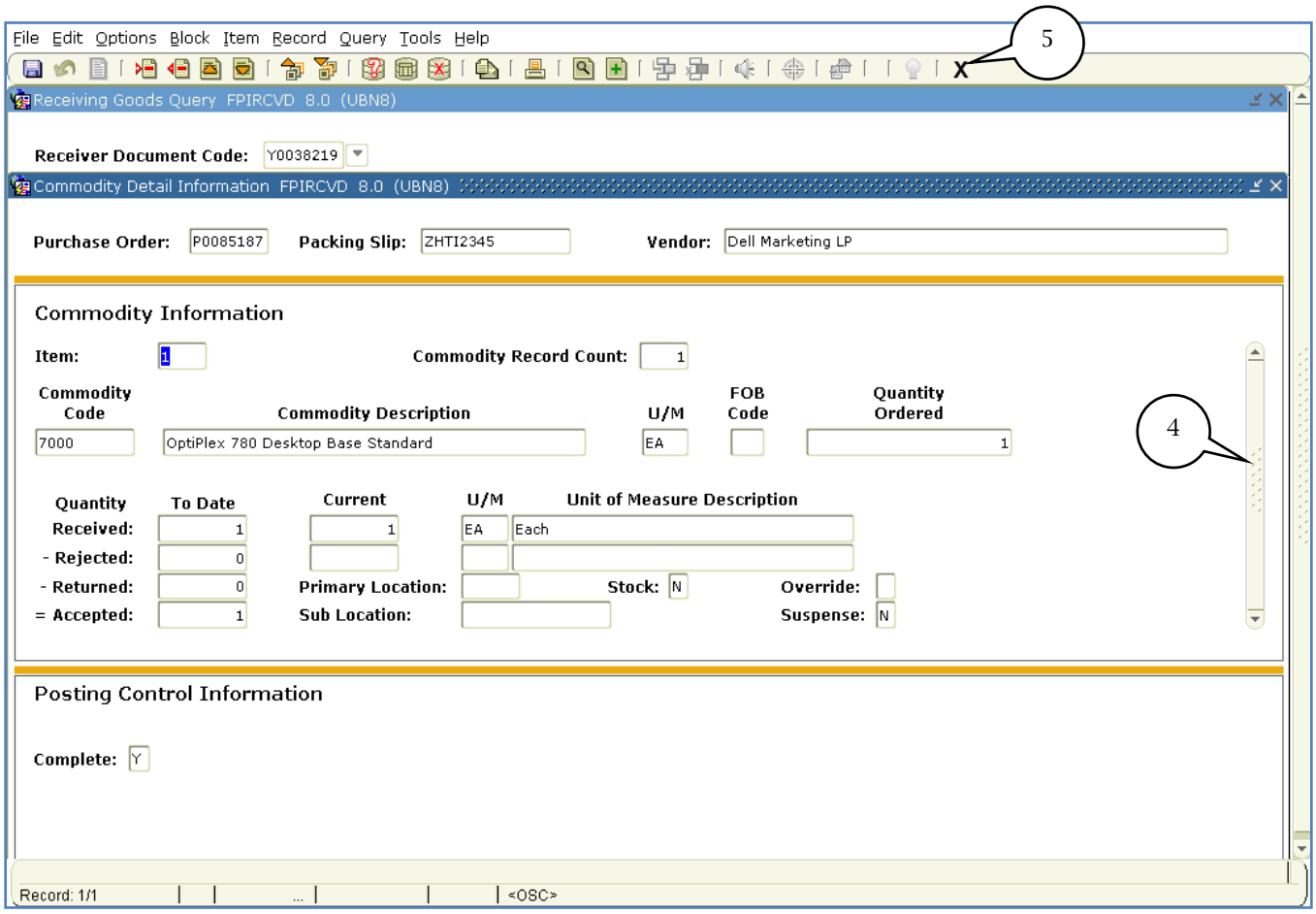
Type **FPIRCVD** in the Direct Access **Go To...** field and press the **Enter** key.

The **Receiving Goods Query** form will be displayed.



1. Type the receiving document number in the **Receiver Document Code** field in the **Key Block** area.
2. Click on the **Next Block** button to view **Receiver Information**, **Packing Slip Information**, and **Purchase Order Information**.
3. Click on the **Next Block** button two times to display commodity information.

The **Commodity Detail Information** block will be displayed.



4. Use the scroll bar to look at additional commodities for this receiving document.

The **Current** field displays the quantity received for this commodity *on the current receiving document*. The **Accepted** field displays the total quantity that has been received for this commodity *to date*. If multiple receiving documents have been created for the purchase order, the **Accepted** quantity may be different than the **Current** quantity.

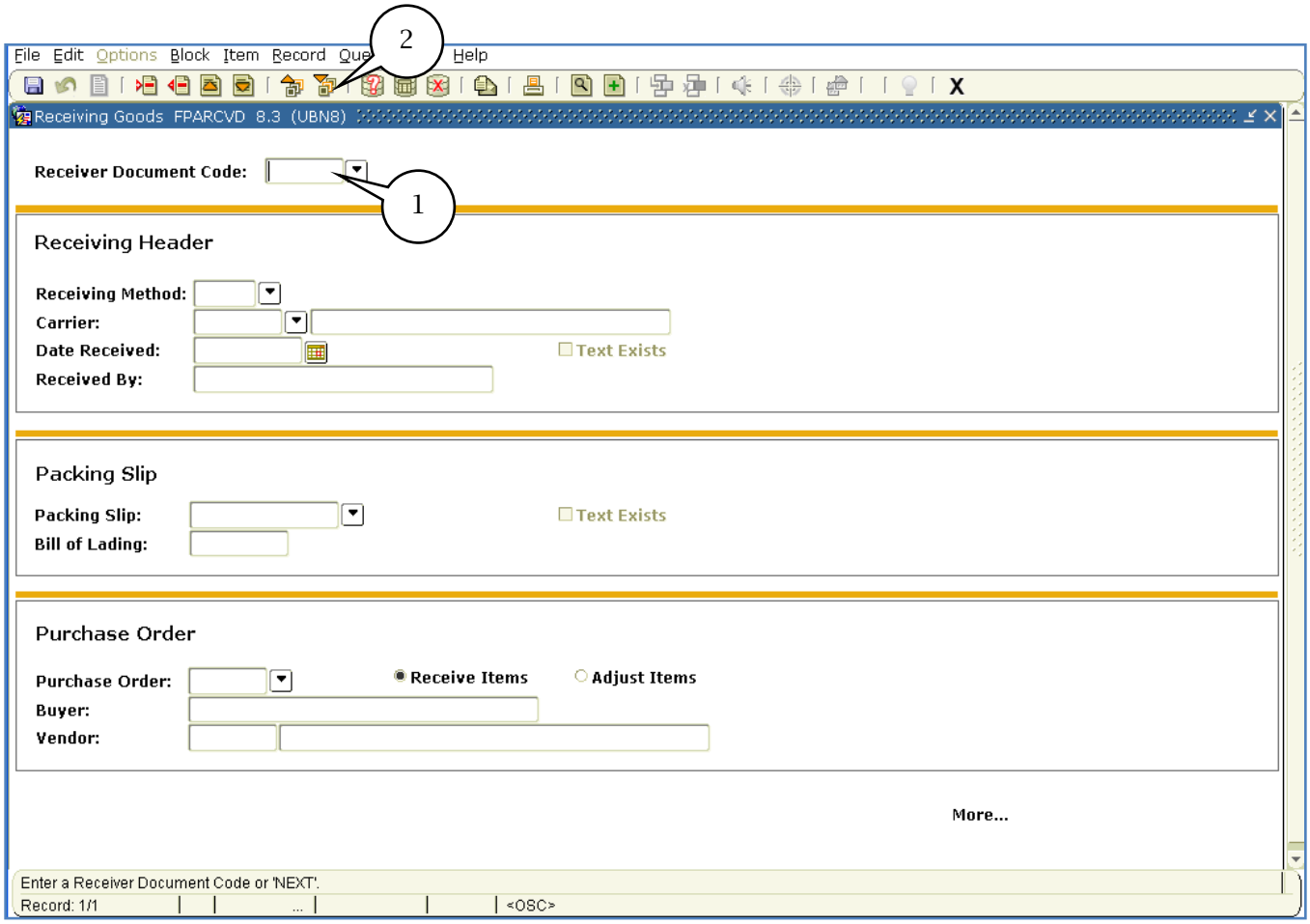
5. Click on the **Exit** button to return to the **General Menu**.

Entering a Receipt Adjustment

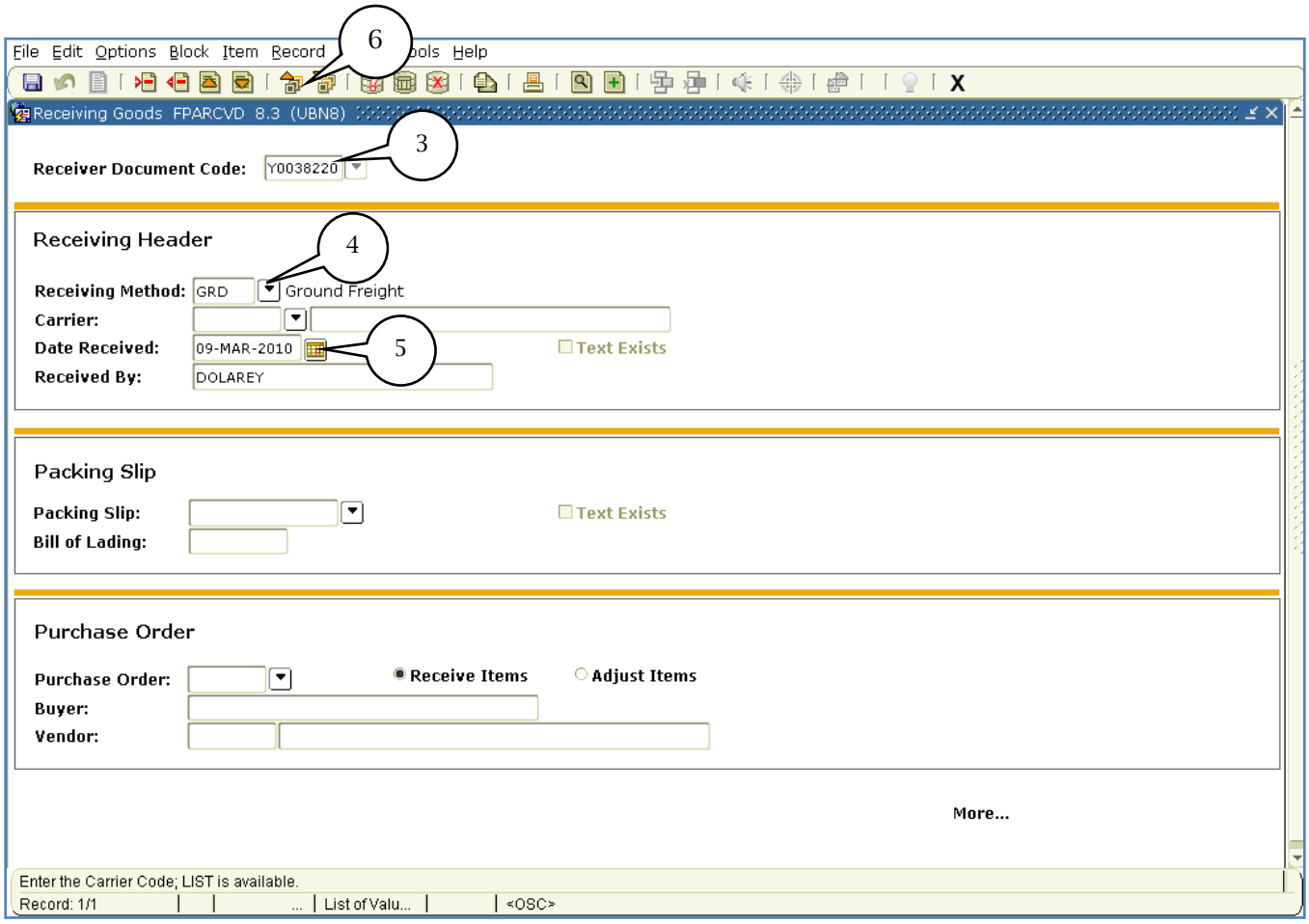
A receipt adjustment should be created if more items were entered into the system for a commodity than were physically received. Receipt adjustments are always negative.

Type **FPARCVD** in the Direct Access **Go To...** field and press the **Enter** key.

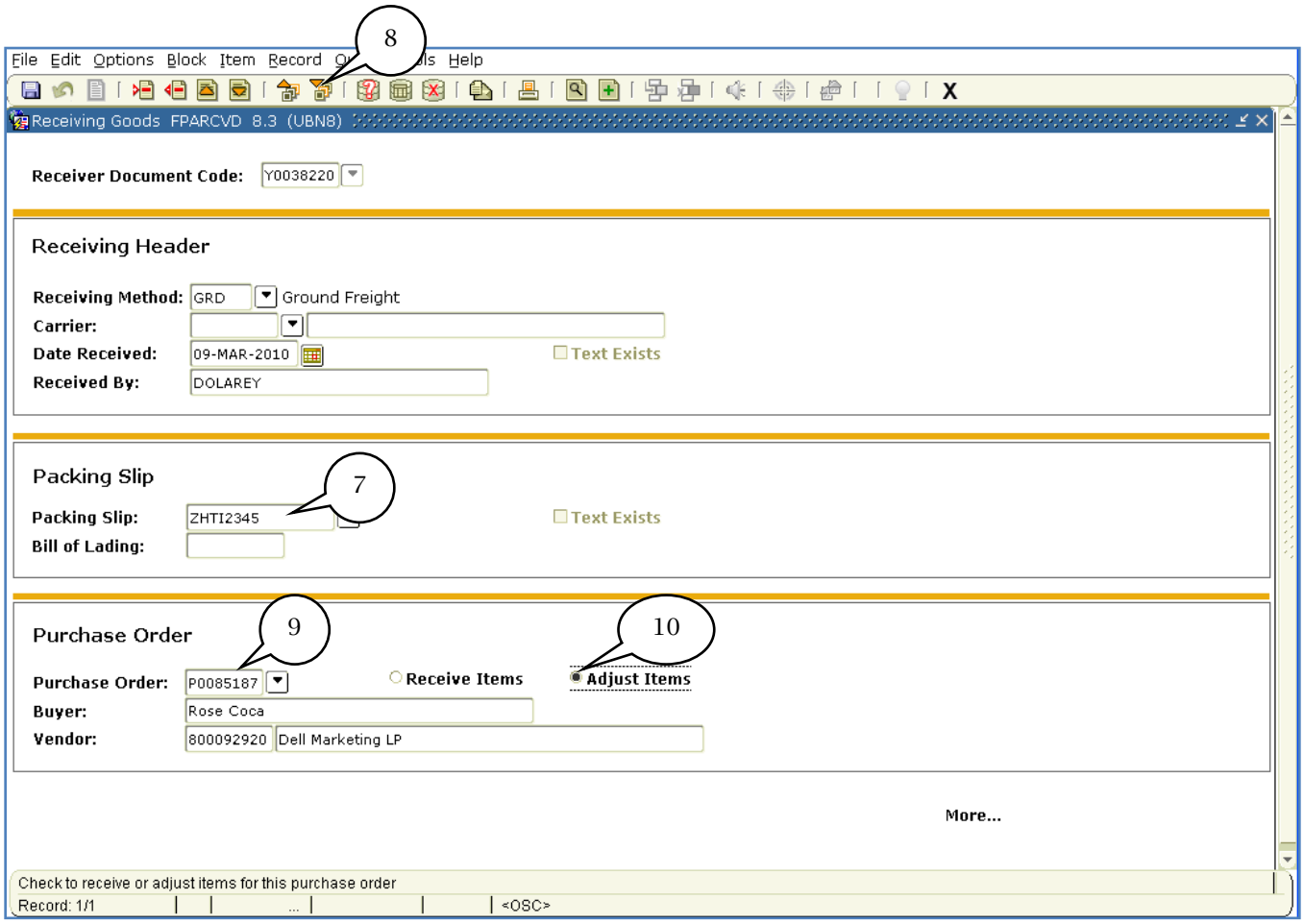
The **Receiving Goods FPARCVD** form will be displayed.



1. Type **NEXT** in the **Receiver Document Code** field.
2. Click on the **Next Block** button



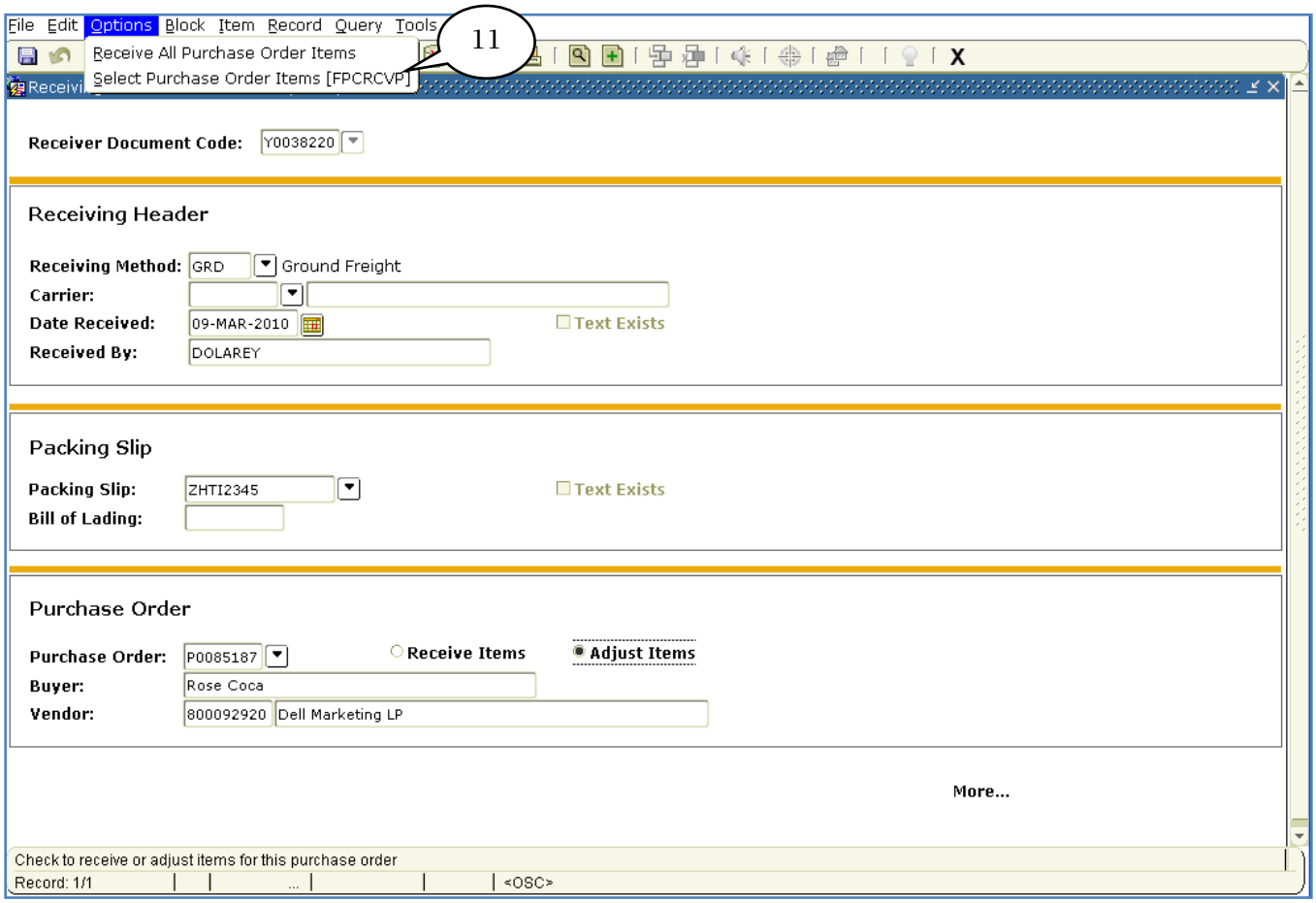
3. Record the **Receiver Document Code** on the **Finance Log** (see Appendix A).
4. Use the **Search** button to select a **Receiving Method**.
5. If the actual date you received the goods or services is not today, press the **Tab** key to the **Date Received** field and enter the actual date received.
6. Click on the **Next Block** button to go to the **Packing Slip** block.



7. Enter the packing slip number in the **Packing Slip** field or click on the **Search** button to select the packing slip number.

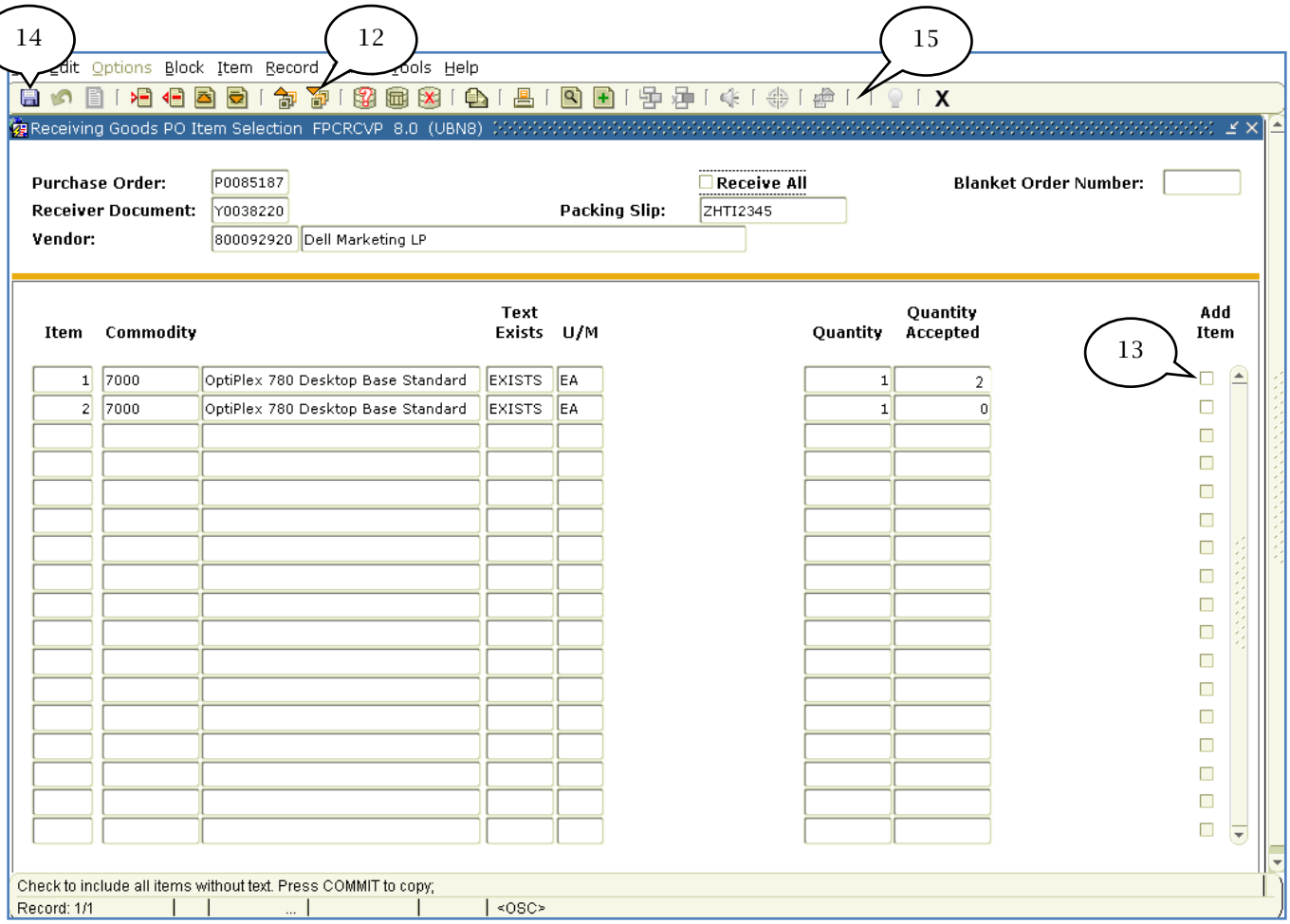
   Note: If you need to make an adjustment, you must create a new Receiver Document using the same packing slip and purchase order originally used to receive the items.

8. Click on the **Next Block** button .
9. Enter the Purchase Order number in the **Purchase Order** field. The **Buyer** and **Vendor** fields will automatically be populated from the purchase order.
10. Select the **Adjust Items** radio button.



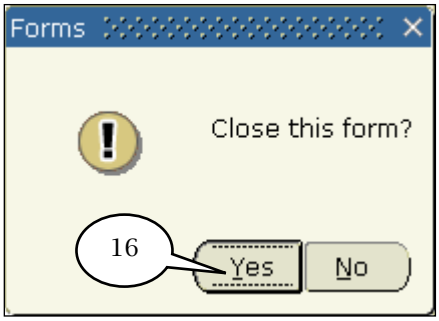
11. Select, **Select Purchase Order Items** from the **Options** menu.

The **Receiving Goods PO Item Selection** form, **FPCRCVP**, will be displayed.


14
12
15
Edit Options Block Item Record Tools Help
Receiving Goods PO Item Selection FPCRCVP 8.0 (UBN8)
Purchase Order: P0085187
Receive All
Blanket Order Number:
Receiver Document: Y0038220
Packing Slip: ZHTI2345
Vendor: 800092920 Dell Marketing LP
Item Commodity Text Exists U/M Quantity Quantity Accepted Add Item
1 7000 OptiPlex 780 Desktop Base Standard EXISTS EA 1 2
2 7000 OptiPlex 780 Desktop Base Standard EXISTS EA 1 0
13
Check to include all items without text. Press COMMIT to copy;
Record: 1/1
<OSC>

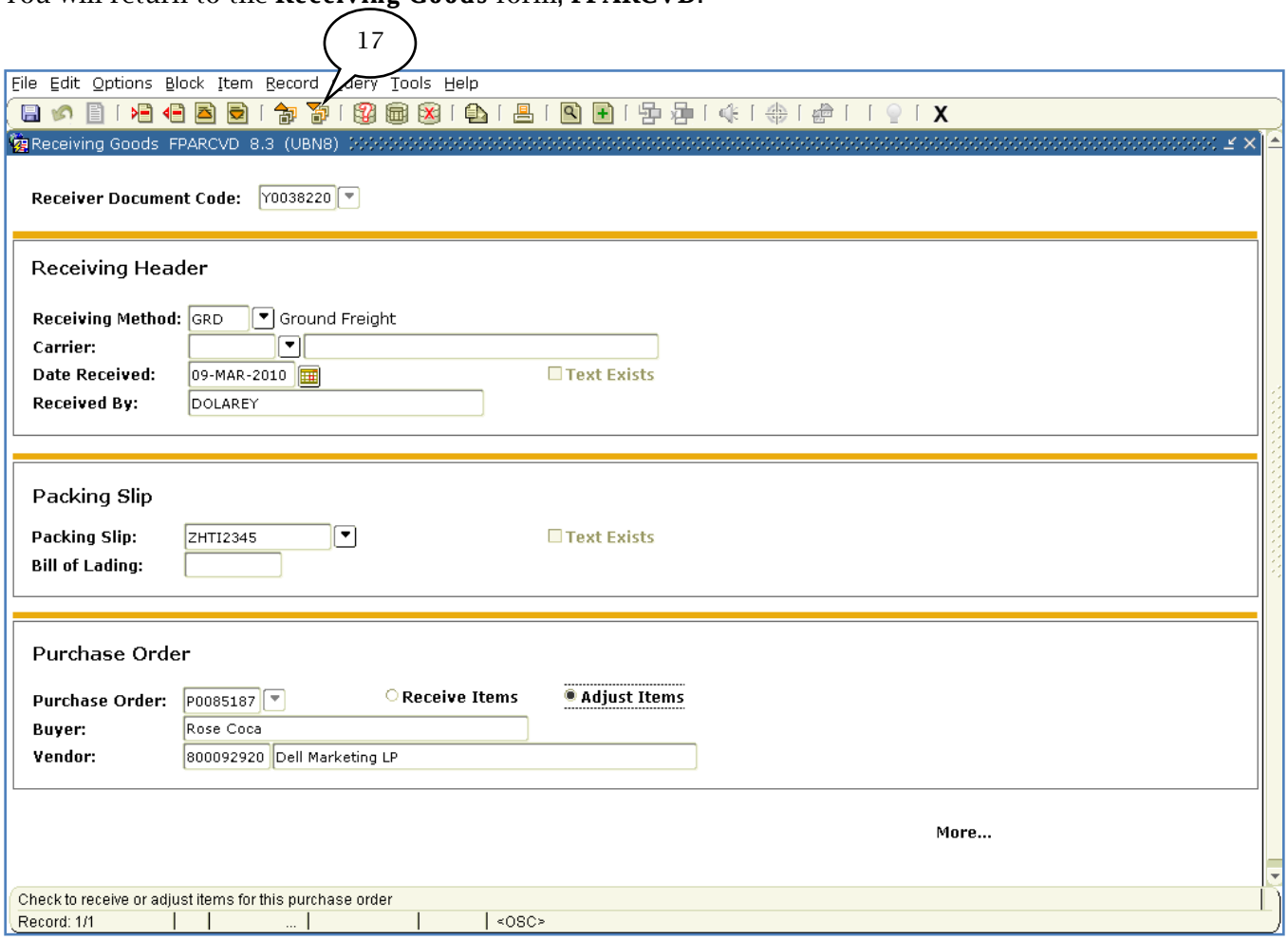
12. Click on the **Next Block** button.
13. Click on the **Add Item** check box for each commodity that needs to be adjusted.
14. Click on the **Save** button.
15. Click on the **Exit** button.

The **Forms** window will ask if you wish to **Close this form?**



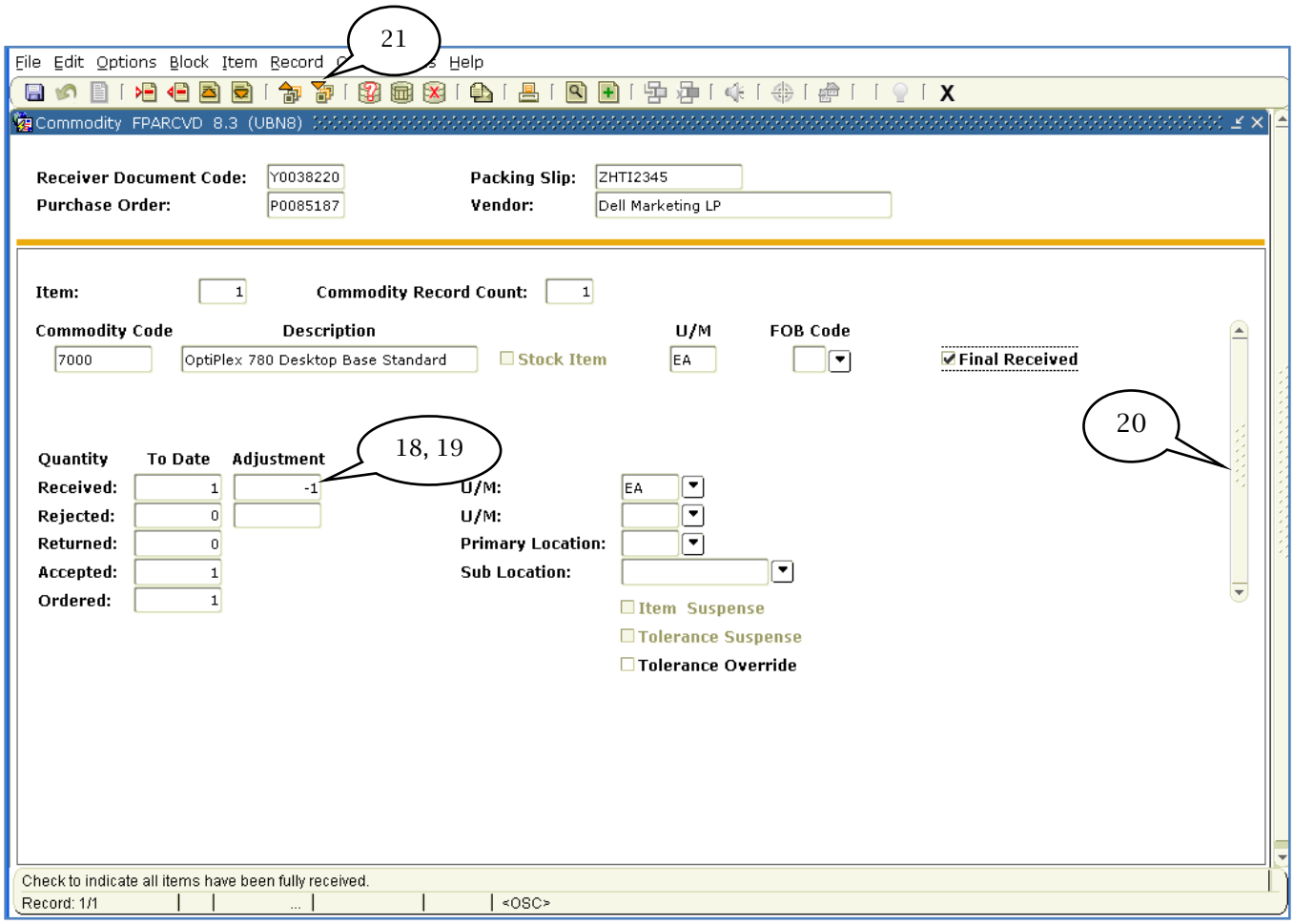
16. Click on the **Yes** button.

You will return to the **Receiving Goods** form, **FPARCVD**.



17. Click on the **Next Block** button .

The **Commodity** form will be displayed.

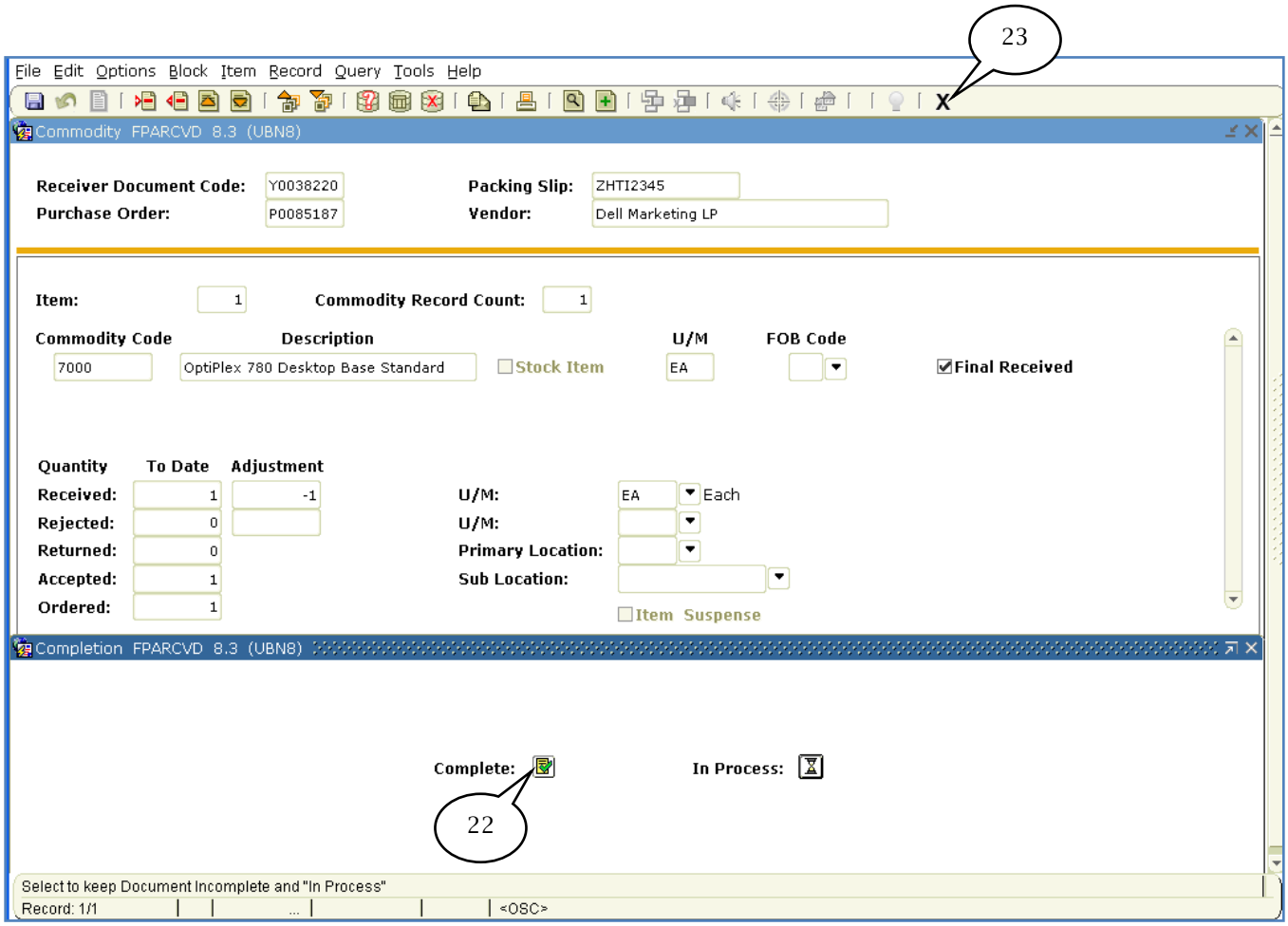


18. Click in the **Adjustment** field for **Received**.
19. Enter the quantity of goods adjusted for this item. The adjustment must be a negative quantity. Example:

18. 40 items were ordered
19. 45 items were entered incorrectly as received
20. Therefore, the adjustment amount is -5.

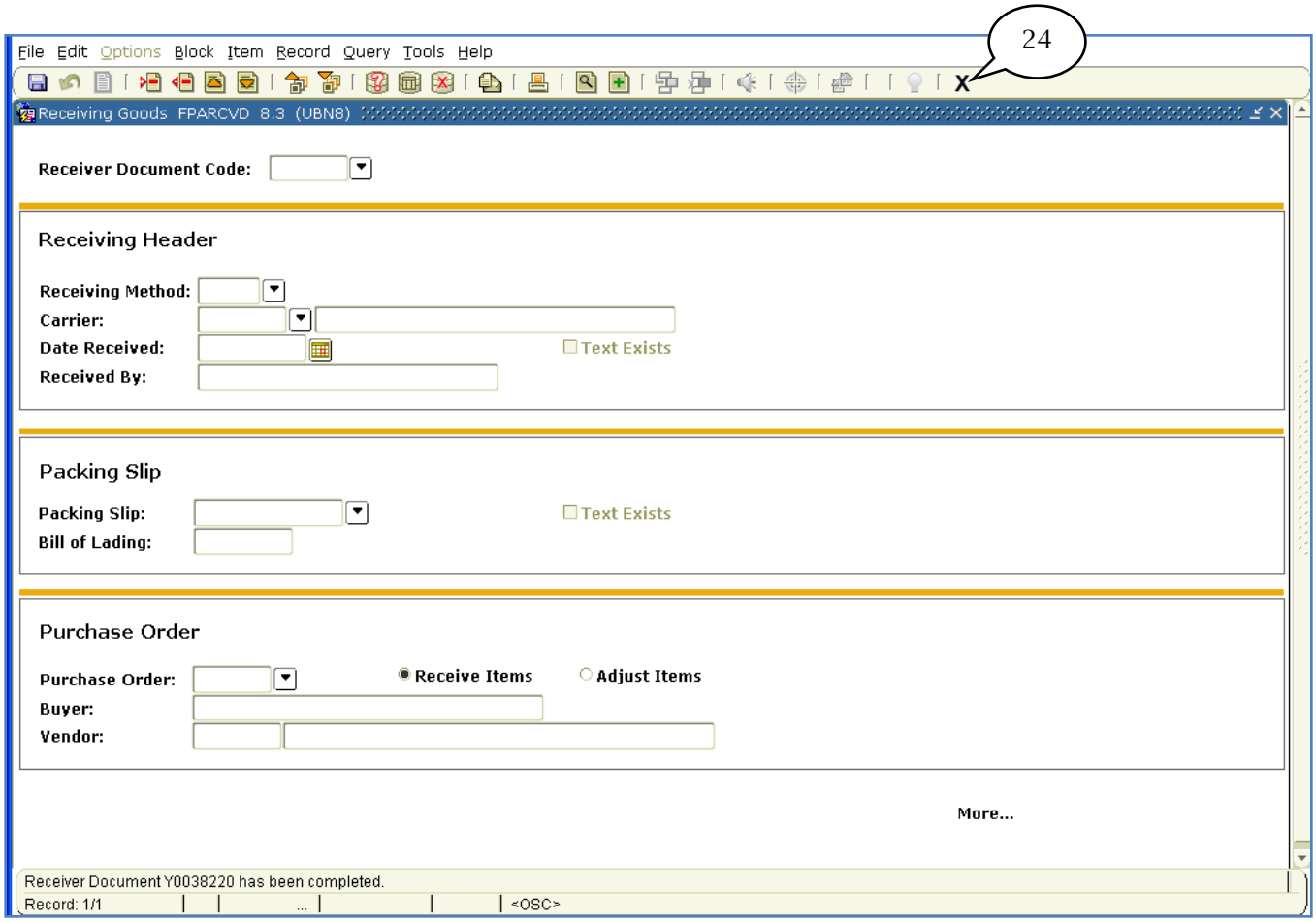
20. Use the scroll bar to review the rest of the commodity information and repeat steps 18 and 19 as necessary.
21. Click on the **Next Block** button .

The **Completion** block will be displayed.



22. Click on the **Complete** button to complete the adjustment.
23. Click on the **Exit** button.

The **Receiving Goods** form, **FPARCVD**, will be displayed with no information on it.



24. Click on the **Exit** button [X] to return to the **General Menu**.

Help

If you need HELP with Banner:

- Call the ICT Help Desk at 646-HELP (4357)
- E-mail help_admin@nmsu.edu
- For online help, documentation, and interactive demos, go to:

http://hr.nmsu.edu/clpd/busprocdocs.html

Glossary

The following information describes standard navigation and accounting terms used within the Banner System.

Account balance
The difference in dollars between the total debits and the total credits in an account.

Accounts payable
Accounts which a company or government agency owes its creditors for goods and services purchased on credit.

Alert Box
A type of dialog box that pops up to notify you of a condition that may affect how you can enter information or the kind of information you can enter. It requires you to acknowledge the message before you can continue.

Application form
Form used to enter, update, or query information. (An application form will have the letter "A" in the third position of the form name.)

Bid process
This occurs when potential vendors compete for a contract to produce a good or provide a service.

Block
An information area on a form separated by a solid line.

Calling form
Form from which you accessed another form.

Cancel
Exits you from an Option List, List of Values, Editor window, or Dynamic Help.

Clear form
Clears all information and returns you to the first enterable field in the key information area.

Commit
Saves all changes entered since the last time you saved.

Commodity
The good or service that is being purchased. In Banner, commodities can be user-defined, or the NIGP (National Institute of Governmental Purchasing) code may be used.

Commodity-level accounting
A way of processing requisitions or purchase orders in which each "line" (commodity) of the requisition will have its own accounting distribution. Supplies and equipment can still be ordered on one requisition.

Count Hits
In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line.

Count Query Hits
In query mode, counts the number of records that meet the search criteria and displays that number in the Auto Help Line. To retrieved records, select the Execute Query Function.

Credit memo
A credit is a deduction from an amount which is otherwise due. A memo is an informal record. Enter a credit memo against a vendor's account when, for various reasons, the vendor owes your installation money. This credit is used against future purchases. This credit transaction remains on the vendor's record until there are enough purchases to equal or exceed the amount of the credit.

Creditor
The person or company to whom a liability is owed.

Dialog Box
A box containing information. Requires you to respond to it before you can continue.

Document-level accounting
A way of processing requisitions or purchase orders in which the accounting distribution entered on the requisition applies to the whole requisition. Use this process when you have one commodity code to one FOAPA.

Down
Use the key. Moves the cursor to the first enterable field in the next record, moves you lower on a List of Values, and moves you lower in a pull-down list.

Drop-down List
Shows three or more values for a field. Any field with a down arrow icon contains a drop-down list.

Edit
Displays a window you can use to add, change, or delete text; especially useful in entering and updating Dynamic Help.

Encumbrance
The reserving of funds for a specific purchase order. The encumbrance is established when a requisition or a purchase order is approved. The encumbrance is reduced or eliminated when the requisition is transferred to a purchase order, or when a purchase order has an invoice approved, or when the encumbrance is cancelled.

Enter Query
Puts the form into query mode and lets you enter search criteria to see what information is already in the database. ENTER QUERY appears in the Status Line.

Execute Query
In query mode, searches the database and displays data that matched the search criteria.

Exit
From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Exit with Value
From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Exit without Value
From forms and windows, exits you from the form or window. From menus, exits you from the Banner system. From query mode, cancels the query and takes the form out of query mode.

Field
Area in a form where you can enter query, change information, or where existing information is displayed. Banner describes fields as: enabled, disabled, enterable, or display only.

Fixed asset
Property or item of a lasting nature owned by the institution for its day-to-day operations. Fixed assets are assets that cannot be instantly liquidated. Examples of fixed assets include real estate and equipment.

FOAPAL
The Banner Finance System Fund, Organization, Account, Program, Activity, and Location specified for a particular accounting transaction.

Form
Screen allowing the display/update of information.

Help
Displays the Oracle help window for the current field.

Inquiry Form
Form used to look up existing information on the database. Allows you to view but not update (An inquiry form will have the letter "I" in the third position of the form name.)

List of Values (LOV)
Window containing valid items available for entry into a field. Displays a list of values for the current field if appears in the status line.

Menu
A list of options you can access with the mouse or keyboard.

More…
The More… indicator appears in the lower right corner of each window of a series of related forms (even the last form). It tells you that there are additional forms that can be accessed to complete a process.

Next Block
To move the cursor to the next information area (block) that has at least one enterable field.

Next Field
The next enterable field in the current information area.

Next Item
The next enterable field in the current information area.

Next Primary Key

From a called form, returns you to the calling form and enters the highlighted value into the field that called the form. From a List of Values (LOV), returns you to the calling form and enters the highlighted value into the field that called the form.

Next Record
To move the cursor to the first enterable field in the next record of the current information area. If the cursor is in the last record, a new record is created.

Object
An object can be a form, job, menu, or QuickFlow used in Banner.

Option List
Dialog box displaying two or more items to choose from.

Packing slip
An itemized list of the goods and quantities purchased, supplied by the vendor with a shipment. A packing slip is used by the receivers to check against the purchase order.

Pop-Up Window
Dialog box, alert box, or list of values that appear in a separate window.

Previous Block
The previous information area that has at least one enterable field. If the previous area is another window, then that window is opened.

Previous Field
To move the cursor to the previous enterable field in the current information area.

Previous Item
To move the cursor to the previous enterable field in the current information area.

Previous Record
To move the cursor to the first enterable field in the previous record.

Purchase Orders
Commercial documents used to request a good or service from a supplier in return for payment. There are three types of purchase orders in Banner:
1. Regular Purchase Order – Will encumber funds in Banner. All commodities have a quantity and a price.
2. Standard Purchase Order – Will encumber funds in Banner. All commodities have dollar values assigned to them. This type of PO is useful when you are paying for services such as travel.
3. Blanket Purchase Order – Does not encumber funds in Banner. Commodities will be assigned quantities and unit prices.

Query Form
Form used to look up existing information on the database. (A query form has the letter "Q" in the third position of the form name.)

Quick Flow
A set of forms that are linked together in order to help you complete a process within Banner. When you use Quick Flow, it opens the first form in the set and the next form is automatically opened until the process is complete.

Record

All information displayed in the window for an item.

Requestor
A person asking for goods or services.

Requisition
A written request to purchase something.

Rollback
From an application or inquiry form, clears all information and returns you to the key block area. Rollback is a standard button and appears on forms. From validation forms, rollback will return you to the first enterable field on the calling form.

Save
To permanently record changes to the database.

Scroll Down
The process of moving down repeating records or lists of information that cannot all be displayed in one window.

Select
Choose an item by highlighting it or clicking it with mouse.

Show Keys
Display the list of keyboard options.

Stock Item
A commodity that is in stores inventory.

Up
Use the key. To move the cursor the first enterable field in the previous record moves you upward on a List of Values or drop-down list.

Validation Form
Form used to define the values that can be entered in specified fields on application forms. (A validation form will have the letter "V" in the third position of the form name.

Vendor
A person or company selling goods or providing services. Typically, Banner Finance requires a vendor record for anyone to whom a check is sent.

Window
An information area being displayed.

Notes:

Notes:

Appendix A: Finance Log

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Finance Log

DATE INITIATED	REQ #	APPROVED PO#	VENDOR	GOODS/SERVICE DESCRIPTION	AMOUNT	REQUESTOR	RECEIVE # / DATE RECEIVED